



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

DATE: 15 August 2024

TERMS OF REFERENCE

SAHRA/RRO/01/08/2024

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR FACILITATION OF EXHUMATION, REPATRIATION, IMPORT PERMITS, STORAGE AND TRANSPORTATION OF SKELETAL HUMAN REMAINS IN ZAMBIA AND SOUTH AFRICA



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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit quotations for sourcing and facilitating services for exhumation and closure of 41 graves; render services of a registered undertaker for storage and transportation of forty-one (41) skeletonized human remains of South Africans who died in exile fighting against apartheid between 1967 and 1991 and were buried in Zambia. The eighteen (18) graves of these individuals are located in Lusaka Metropolitan Municipality, in the old section and fourteen (14) graves are in the new section of Leopard's Hill Cemetery. The two (2) graves are in the premises of the Military Health Training Academy. In Livingstone, there are seven (7) graves at the Livingstone Cemetery.

The aim of this service request is to repatriate the remains of these individuals back to South Africa to their loved ones in the most dignified ceremony in memory of their sacrifice for the liberation of our Country against apartheid.

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999 as amended (the PFMA).

2.2 SAHRA is a statutory entity established under the National Heritage Resources Act No 25 of 1999 (the NHRA) and is an agency of the Department of Sport, Arts and Culture which is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.

2.3 Through the establishment of the Repatriation and Restitution Office (RRO) SAHRA is tasked to coordinate and oversee the implementation the National Policy on Repatriation and Restitution of Human Remains and Heritage Objects. In this regard, SAHRA undertakes projects, such as this one, in various Countries with various stakeholders and role players.

2.4 SAHRA, on behalf of the National Department of Sport, Arts and Culture, has embarked on the current project of repatriating the mortal remains of liberation struggle stalwarts that died in exile in Zambia between 1967 and 1991. The objective of the above is to undertake an inter-governmental repatriation project, with the support and collaboration of the people of Zambia; and to perform a home-coming presidential ceremony at a designated reception point in South Africa.

2.5 The project implementation follows a country-to-country approach, through bilateral engagements with the host countries for observation of applicable legislative laws governing exhumations, relocation of graves and repatriation of skeletonized human remains.

3. SCOPE OF SERVICES

3.1 It is within this context that SAHRA requires a services of a suitably qualified service provider with experience in cross-border repatriation and events management, to undertake the coordination and securing of all required services for exhumation of skeletonized human remains, and provision of storage and transportation of the skeletonized human remains. The appointed service provider will be responsible for managing any sub-contracted providers they may have contracted to work with as may be necessary both in Zambia and South Africa.

The service provider is required to-

- 3.1.1 coordinate the issuance and payment for exhumation permits to allow the forensic team to undertake the necessary exhumation of identified graves,
- 3.1.2 secure and manage services of a registered undertaker for storage and transportation of human remains within Zambia and within South Africa, until the handover ceremony. The undertaker's valid certificate of registration with funeral parlour regulatory body must be submitted as part of the bid.
- 3.1.3 Arrange the suitable transportation of the human remains from gravesites to storage in Lusaka.
- 3.1.4 Secure suitable temporary storage facility of human remains in Lusaka.
- 3.1.5 Site clearing and cleaning of vegetation overgrowth in the new section of Leopard's Hill Cemetery measuring approximately 2000 sqm.

- 3.1.6 Indicate the cost of sourcing and supplying the sixty (60) reburial coffins in South Africa for the homecoming ceremony where the remains will be handed over to the Provinces.
- 3.1.7 Indicate the cost of sourcing and supplying storage facilities in South Africa.
- 3.1.8 Placing of all repatriated human remains in coffins for the homecoming ceremony.
- 3.1.9 Transportation of human remains in coffins from storage in Pretoria, South African to homecoming ceremony venue in Pretoria.

- 3.2 The forty-one (41), exhumed skeletonized human remains will be repatriated to South Africa by a Government commissioned aircraft and upon arrival in South Africa the service provider shall provide storage and transportation to the handover venue.

- 3.3 In case of the non-availability of the Government commissioned aircraft, the service provider must repatriate the skeletonized human remains

- 3.4 The exhumation of forty-one (41) skeletonized human remains, will be done in Zambia at the following locations:
 - 3.4.1 Lusaka, Leopard's Hill Cemetery Old Section, eighteen (18) graves;
 - 3.4.2 Lusaka, Leopard's Hill Cemetery, New Section, fourteen (14) graves;
 - 3.4.3 Lusaka, the Military Health Training Academy, two (2) graves;
 - 3.4.4 In Livingstone, at the Livingstone Municipal Cemetery, seven (7) graves.

- 3.5. The physical removal of the remains from the graves will be done by a specialist team provided by SAHRA, and not by the undertakers.
- 3.6. The service provider must provide 60 standard coffins for the human remains to be used for the handover ceremony, to be held in South Africa.

- 3.7. The service provider must suitable transportation of the seven (7) exhumed remains from Livingstone to the sourced suitable storage in Lusaka. Therefore, costs of transportation of the seven skeletonized human remains from Livingstone to Lusaka, for a distance of 475 kilometres, must be included in the costs.

- 3.8.** The service provider must source and provide the following items for use in Zambia:
- 3.8.1.** One hundred and fifty (150) strong two-ply cardboard boxes measuring approximately 62 cm x 32 cm x 34 cm for storage of exhumed mortal remains.
- 3.8.2.** Brown paper bags as follows:
- | | | |
|-------------------|---|---------------|
| Small x 400 bags | : | 14 cm x 24 cm |
| Medium x 400 bags | : | 17 cm x 30 cm |
| Large x 600 bags | : | 32 cm x 43 cm |
- 3.8.3.** Forty-one (41) standard South African flags measuring 180 cm x 120 cm.
- 3.9.** The service provider must comply with provisions of the National Health Act 61, 2003 and regulations relating to the management of human remains and pay any associated fees.
- 3.10.** The service provider must obtain services of a specified government accredited undertakers in Zambia, for storage and transportation of skeletonized human remains.
- 3.11.** The Service provider must ensure assessment of sub-contractors and must provide proof of registration, when requested to do so by SAHRA.
- 3.12.** The service provider must ensure compliance with the laws of the Zambian Government authorities as required on the handling of human remains.
- 3.13.** The undertaker must also employ fifteen (15) labourers to excavate and close five (5) graves per day and pay a standard daily rate in local currency, with signed proof of payments. Five graves will be opened per day for seven (7) days in Lusaka and 2 days in Livingstone and each grave will require three gravediggers.
- 3.14.** The grave diggers, working under the direction of the SAHRA-appointed forensic team and will do the following,
- 3.14.1.** Open the grave down to the level of the coffin.
- 3.14.2.** Assist the SAHRA forensic team conducting the removal of remains.
- 3.14.3.** Close the grave afterwards.



- 3.15. Each grave will require a set of chisels, hammers, picks, shovels and spades and two plastic buckets with handles per grave. Therefore, five sets of these tools will be required per day.
4. **The service provider must provide a breakdown of the programme of works with the submission of the quotation.**
5. The service provider must ensure adequate equipment for use on sites such as chairs, gazebos and any other tools (as specified in (10) above) necessary for work at five different grave sites per day.
6. The expected project completion time of exhumations and repatriation of skeletonized human remains in Zambia is 10 days from date of the site handover (02 September 2024-12 September 2024).
7. The service provider is responsible for the safe keeping of its goods, during the course of the project and must at his/her own costs ensure security for goods and equipment.
8. The service provider must ensure that pricing for the import permits of human remains by the Department of Health in South Africa, and any other documentation required for compliance is included.
9. The service provider must procure storage for mortal remains after their arrival in South Africa and transport to the handover venue.
10. A Project Completion Report listing a breakdown of services, must be submitted at the end of the Project.
11. The service provider must submit proof as addendum to the Final Report that accounts with the Zambian Government specified contractor have been settled.
12. Payment will be done when the Project Completion Report and Proof that accounts with local (Zambian) people have been fully settled.

13. To ensure proper pricing is submitted at the time of Tender, it is **compulsory** for the service provider to attend the briefing session. This will afford each interested service provider the opportunity to be fully aware of and to understand what is expected of them in the procurement processes and in the execution of the proposed contract.
14. The breakdown of services to be delivered on by the appointed service provider is as follows:
 - a) Payment of exhumation permit fees and other required additional payments to the Lusaka City Council and Livingstone City Councils
 - b) Employ local labour (gravediggers) for digging and closing of the grave following removal of skeletonized human remains.
 - c) Purchase and provide the required number of paper-bags and cardboard boxes for storage of exhumed human remains and South African flags in specified sizes, dimensions and quantities
 - d) Provide the required tools and equipment in specified daily quantities for 7 days in Lusaka and 3 days in Livingstone, for carrying out work on site.
 - e) Sub-contract undertakers to provide transport and storage of exhumed skeletonized human remains in their premises for safekeeping for the specified number of days, facilitate issuing of necessary permits and documentation for transportation to the airport and repatriation to South Africa.
 - f) Facilitate payments for import permits into South Africa for exhumed human remains.
 - g) Provide storage for skeletonized human remains in South Africa, should the identified storage facility be unavailable.
 - h) Provide sixty (60) coffins to be used for carrying human remains to the venue for the handover ceremony.
 - i) Provide transportation for repatriation of human remains, should the government commissioned flight not be available.
 - j) Site clearance and cleaning of vegetation overgrowth in the new section of Leopard's Hill Cemetery.
 - k) The Service Provider must include a 20% (twenty percent) contingency sum that will only be allowed to be used in the event of an emergency, and as deemed and approved by SAHRA.



3 TERMS AND CONDITIONS OF THE TENDER

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the 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.
- b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- c) SAHRA may require responsive bidders to present and discuss their proposals in person.
- d) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) 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.
- f) 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.
- g) 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.
- h) All project proposals shall become the property of SAHRA and shall not be returned.
- i) The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- j) Bidders are advised that submission of a proposal does not give rise to contractual obligations on the part of SAHRA.



- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l) 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.
- m) 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.
- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) 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.
- p) 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 companies, to whom the service provider has supplied the same service.
- q) 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.





4 RETURNABLE DOCUMENTS

- a) SBD 1 Invitation to BID
- b) SBD 3 Pricing Schedule (Breakdown of pricing) – See Annexure A
- c) SBD 4 Declaration of Interests form
- d) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- e) SBD 7.2 Contract Form (Rendering Services).
- f) General Conditions of Contract
- g) Company profile including proof of registration certificate with relevant regulatory body.

NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.

5 ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	e-tender/ SAHRA Website	19 August 2024
Closing date & Opening of BIDs	SAHRA Head Office	29 August 2024

6 EVALUATION CRITERIA

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 tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.



Phase Two:

Meeting the minimum threshold of the prequalification criteria (functionality), which is 60 points.

NO	CRITERIA	SCORING	WEIGHT
1.	<p>The number of years of experience a service provider has practicing as an undertaker.</p> <p>10 or more projects.....</p> <p>7 – 9 projects.....</p> <p>4 - 6 projects.....</p> <p>1 – 3 projects.....</p> <p>No Experience.....</p> <p>The service provider must submit Proof of Experience and Registration.</p>	<p>5</p> <p>4</p> <p>3</p> <p>1</p> <p>0</p>	35
2.	<p>Number of successfully completed exhumation projects:</p> <p>10 or more projects.....</p> <p>7 – 9 projects.....</p> <p>4 - 6 projects.....</p> <p>1 – 3 projects.....</p> <p>No projects.....</p> <p>The service provider must list the number of successfully completed projects with full details of name of each project, location, value of project and with client contact and reference details for each project.</p>	<p>5</p> <p>4</p> <p>3</p> <p>1</p> <p>0</p>	30
3.	<p>Number of cross-border repatriation successfully executed</p> <p>10 or more projects.....</p> <p>7 – 9 projects.....</p> <p>4 - 6 projects.....</p> <p>1 – 3 projects.....</p> <p>No projects.....</p> <p>The service provider must list the number of successfully completed international/cross-border repatriation projects with full details of name of each project, location, value of project and with client contact and reference details for each project.</p>	<p>5</p> <p>4</p> <p>3</p> <p>1</p> <p>0</p>	35
	Total		100

Bidders are required to obtain a minimum of 60 points out of 100 points to progress to the next phase of evaluation. Bidders who have obtained less than 60 points as prescribed above will be deemed as non-responsive.





Phase Three:

The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals as follows

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

7 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 TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of

Supply Chain Management

Project Name: COORDINATION OF SERVICES FOR EXHUMATION, STORAGE AND TRANSPORTATION OF SKELETONIZED HUMAN REMAINS IN ZAMBIA AND SOUTH AFRICA

Project Number: SAHRA/RRO/01/08/2024

Compulsory Briefing Session:

Date: 22 August 2024

Time: 11:00

Location: Microsoft Teams

Meeting ID: **356 111 784 526**

Passcode: **WmAY59**



Bidders can join on the link below

https://teams.microsoft.com/join/19%3ameeting_YjFINDFhYTUtYTVjZC00NzYxLTkxNjltYzdjOTZhYjg2YmZh%40thread.v2/0?context=%7b%22Tid%22%3a%2250438b6e-ff31-4dac-8f70-fbc07ad03848%22%2c%22Oid%22%3a%2290430f97-9996-447b-a36d-edc4d1793f91%22%7d

Interested bidders must submit their full name, company name and approved company email address by the latest on 21 August 2024 at 10h00 to tendersinfo@sahra.org.za

BIDS must be placed in the Tender Box located at:
SAHRA's Head Office
111 Harrington Street
Cape Town

BIDS can be emailed to: tenderinfo@sahra.org.za

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

9 CLOSING DATE AND TIME

Closing Date: 29 August at 11h00 – No late Tenders will be accepted.

For Supply Chain related enquiries, please contact:

Ms Y. Somtsewu
Supply Chain Management
South African Heritage Resources Agency
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Cape Town
8000

Tel: 021 462 4502

Email: ysomtsewu@sahra.org.za