



an agency of the
Department of Arts and Culture

25/02/2020

TERMS OF REFERENCE

APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER SUPPLY AND INSTALLATION OF OFFICE FURNITURE IN SAHRA SATELLITE OFFICE, SUNCARDIA, PRETORIA

1 PURPOSE

1. PURPOSE

1.1 To invite suitably qualified and experienced service provider to submit quotations for supply and installation of office furniture in SAHRA Satellite Office, Suncardia, Pretoria (541 Madiba St, Arcadia, Pretoria, 0003)

2 BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.

3. SPECIFICATIONS

3.1 The furniture required are as detailed in the table below.

Item No.	Quantity	Description
1	1	EMBASSY RANGE 2100WX1200DX750H HALF INLAY CHERRY VENEER 12
2	1	EXCELLENCE MEETING TABLE 1200WX1200DX750H CHERRY VENEER
3	1	EXCELLENCE RANGE 2000WX2000DX750H (1800 MAINTOP) VERZASCA COLOUR
4	1	EXCELLENCE MEETING TABLE 1200WX1200DX730H VERZASCA COLOUR

3.2 The tables must be delivered and installed at the SAHRA offices in Pretoria . (541 Madiba St, Arcadia, Pretoria, 0003)

4. TERMS AND CONDITIONS OF TENDERING

- a) 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.
- 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.



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- 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) Any and 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 120 days from the date of submission.
- j) Bidders are advised that submission of a proposal gives rise to no 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.



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- 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.

5. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 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. SBD 7.2 Contract Form (Rendering Services).
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- i. 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 CSD Registration Report.



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7. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotation Issued	SAHRA Website	25/02/2020
Closing date & Opening of BIDs	SAHRA Head Office	12/03/2020 Time 11:00 AM

8. EVALUATION CRITERIA

- a) 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:** 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-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



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9. 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.

10. SUBMISSION OF TENDERS

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

Supply Chain Management -

Project Name: supply and installation of office furniture in SAHRA Satellite Office, SunCardia, Pretoria

Project Number: SAHRA/FAC/25/02/2020

Quotations must be placed in the Tender Box located at:

SAHRA's Head Office
111 Harrington Street,
Cape Town

Or

Or emailed to Tmadzinge@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.

11. CLOSING DATE AND TIME: 12/03/2020 AT 11H00 NO LATE TENDERS WILL BE ACCEPTED.

For Supply Chain information, please send your written enquiries to:

Mr Disang Kolwane
Supply Chain Management
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502

Email: dkolwane@sahra.co.za