



an agency of the
Department of Arts and Culture

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21/05/2020

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR SUPPLY, INSTALLATION AND COMMISSIONING OF TWO COMPRESSORS

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably qualified and experienced service providers to submit quotations for supply, installation and commissioning of two air con compressors.

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. SCOPE OF WORK

Note: All items shall be priced for whatever costs may be considered necessary for Preliminary and General Items to carry out the supply, installation and commissioning of the units in full.

- Supply and installation of 2 compressors.
- The price includes supply, installation and commissioning.
- Also includes pressure testing, charging with refrigerant.



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4. REQUIREMENTS TO BE INCLUDED IN THE SUBMISSIONS

- 4.1 To guarantee an objective and fair evaluation process, all proposals submitted must be in accordance with format as described in the scope of work. Failure to provide all or any part of the requested information in the required format may result in a proposal being excluded from the evaluation process.
- 4.2 The full scope of work to be carried out must be outlined in the quote.

5. Company/Organisation Profile

- 5.1 The proposal must include a company/organisation profile, comprising a description of your organisation, its primary business activity, clients, experience, management, sub-contractor profiles, etc., including at list three reference companies whom they offer the same services to.

6. 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.
- 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



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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.

7. 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 BBEE 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
- j. General Conditions of Contract

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

9. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for quotations Issued		21/05/2020
Closing date & Opening of BIDs		05/06/2020



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

Criteria	Points Allocated
1. Experience of the company in supply and installation of air conditioning systems: 9 and above years = 5 7 - 8 years = 4 5 - 6 years = 3 3 - 4 years = 2 1 – 2 years = 1 Less than 1 year = 0	20
2. Number of similar projects completed: More than 8 projects = 5 7 to 8 projects = 4 5 to 6 projects = 3 3 to 4 projects = 2 1 to 2 projects = 1	40



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Criteria	Points Allocated
Less than 1 project = 0 Written reference letters from each of the clients must be submitted.	
3. Technician's Experience in installing and commissioning air conditioning systems to be included in CV's: 9 and above years = 5 7 - 8 years = 4 5 - 6 years = 3 3 - 4 years = 2 1 – 2 years = 1 Less than 1 year = 0	40
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:** 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;



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B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. 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.

12. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/FAC/21/05/2020**
Project Name: Servicing of Air cons

BIDS must be sent to the SAHRA tender email: tenderinfo@sahra.org.za

13. CLOSING DATE AND TIME:

CLOSING DATE:05/06/2020



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NO LATE SUBMISSIONS WILL BE ACCEPTED.

14. For technical information, please contact:

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For Supply Chain related enquiries, please contact:

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