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Department of Arts and Culture

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16 JUNE 2020

PROJECT NUMBER: SAHRA/HPM/01/06/2020

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE SUPPLY AND INSTALLATION OF A SECURITY FENCE TO THE DAM ON THE DAL JOSAFAT FARM IN PAARL, WESTERN CAPE.

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the supply and installation of a security fence to the dam on the Dal Josafat Farm in Paarl, Western Cape.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Arts and Culture (DAC) 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.
- 2.2 SAHRA owns and manages thirty six properties of heritage significance in South Africa. The SAHRA properties have taken a prominent recognition on the organizational strategy as assets with potential to support the financial sustainability of the Entity in the long term.



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2.3 One of the properties SAHRA owns is the Dal Josafat Farm. The Dal Josafat Farm comprises of three separate farms namely, Goede Rust, Non Pareille and Roggeland which are now consolidated. The farms Goede Rust and Non Pareille were originally granted in 1690 and Roggeland in 1693. These farms were for centuries in the hands of the French Huguenots and their descendants. Some of the founder and leading members of the Afrikaans Language Movement resided there.

It was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. Its current status is a Grade 1 (National Heritage Site).

2.4 The supply and installation of a security fence at the dam is required to control unauthorized access to the dam and to deter loitering and swimming in the dam which poses a high risk.

3. SCOPE OF THE SERVICE REQUIRED

3.1 GENERAL / TECHNICAL REQUIREMENTS

3.1.1 The required fence is for the dam situated on the Non Pareille farm, on Daljosafat Farm in Paarl.

3.1.2 The completed fence shall be plumb, taut to line and ground contour, with all posts, standards and stays firmly set.

3.1.3 **The service provider must submit its Occupational Health and Safety file at the time of tender for review by SAHRA.** The OHS file must include COVID-19 health and safety measures. All COVID-19 health and safety protocols must be followed at all times, including observance of guidelines for social distancing, sanitation and hygiene, and use of appropriate



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personal protective equipment, like cloth face masks, as determined by the National Department of Health.

3.1.3. Removal of Existing Fence

The service provider will be responsible to remove and dispose of the existing fence remains.

3.1.4. Site works

The service provider shall, on completion of each section of fence, remove all cut-offs and other loose wire so as not to create a hazard. The service provider must remove and dispose of any spoil materials and rocks and leave the works neat and tidy on completion.

3.2 Fencing Specifications and Materials

3.2.1 Betaview Fencing or Similar

a) Supply and install a 2400 mm high Betafence, using anthracite PVC coated Nylofor 3M Betafence panels 3050 mm wide by 2400 mm high to Bekafix secure posts in concrete foundations with all in one saw top rail to deter climbing.

Quantity: 700m

b) Supply and install one hot-dipped galvanized, anthracite powder-coated single swing gate of 1500 mm wide by 2400 mm high, with heavy-duty cisa key - lock and clad with Nylofor 3M panel to match with fence.

c) Supply and install one hot-dipped galvanized, anthracite powder-coated finish, manual operated sliding gate, 5500 mm wide by 2400 mm high, complete with track and posts installed, clad with 3M Nylofor panels to match with fence. The gates must be made to manually open and close and must be made to incorporate a gate motor if needed. Security topping to be constructed for 2.4m high gate.

d) Gates shall be installed at the locations shown.

e) Hinged gates shall be mounted to swing as indicated.



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- f) Latches, stops, and keepers shall be installed as required.
- g) The slide gate shall be installed as recommended by the manufacturer.
- h) Adjust gate to operate smoothly, easily, and quietly, free from binding, warp, excessive deflection, distortion, nonalignment, misplacement, disruption, or malfunction, throughout entire operational range.
- i) Confirm that latches and locks engage accurately and securely without forcing or binding.
- j) Lubricate hardware and other moving parts
- k) The fence must have a 10 year guarantee.

3.3 Specifications

The fence specifications must be as Betaview or similar. Refer to **Annexure A** for full specifications.

3.4 Professional Services

The service provider must have a team of professionals such as a Land Surveyor, Structural / Civil Engineer to ensure the proper installation of the fence, to sign-off and provide indemnity.

3.5 The following must be submitted upon approval of tender before work commences:

- (a) Certificate of compliance for materials and coatings
- (b) Shop drawings for gates.
- (c) Submittal requirements are identified within the Specifications.
- (d) Quality control program must be submitted to the project manager for review prior to commencement of any work.

3.6 Given the afore-mentioned emergency protocol that has been instituted, an on site briefing meeting will not be held. Bidders must arrange to visit the site at a time and date as agreed



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upon with SAHRA, to avoid the possibility of having too many people on site at the same time. Bidders must send their queries in writing. All queries and responses will be posted on the SAHRA website.

4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 All costs and expenses incurred by potential service providers relating to their Tender Offer 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 Tender Offer 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.



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- 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 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 PIN**, 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)
- 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 120 days from the date of submission.
- 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 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.



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- 4.16 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.
- 4.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 4.18 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 will result in your proposal being excluded from the evaluation process.
- 4.19 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.
- 4.20 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms;
 - 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.

Service providers must be registered with the CIDB. Service providers with a minimum of 2SQ (Specialist) may qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted



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NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your quotation.

5 ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	Website /e-Tender/ Tender Bulletin	26 June 2020
Closing Date	SAHRA Head Office	17 July 2020

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

6. 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).**

No.	Criteria	Points Allocated
1	Number of years of experience in the supply and installation of security fencing: 5 or more years = 5 4 years = 4 3 years = 3 2 years = 2	50



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No.	Criteria	Points Allocated
	1 year = 1 Less than 1 year = 0 The service provider is to submit proof of number of years in business as a security fence service provider.	
2	Number of security fencing projects successfully supplied and installed: 9 or more projects = 5 7 to 8 projects = 4 5 - 6 projects = 3 3 - 4 projects = 2 1 -2 projects = 1 No project = 0 The service provider must submit with his quotation the full details of the fence type and installations along with imagery, and contactable references	50
	TOTAL POINTS	100

- **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 located to BBBEE status level as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14



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

6.2 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.

7. SUBMISSION OF OFFER

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/HPM/01/06/2020**
Project Name: Security Fencing to Dam

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

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.



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8. CLARIFICATION QUERIES

Given the afore-mentioned emergency protocol that has been instituted, an onsite briefing meeting will not be held. Bidders must arrange to visit the site at a time and date as agreed upon with SAHRA, to avoid the possibility of having too many people on site at the same time. Bidders must send their queries in writing. All queries and responses will be posted on the SAHRA website.

Site visit requests must be sent in writing to: zallie@sahra.org.za

9. CLOSING DATE AND TIME

CLOSING DATE: 17 JULY 2020 AT 11H00 – NO LATE BIDS WILL BE ACCEPTED.

For technical information and supply chain related enquiries, please send your query in writing to:

Ms. Ayanda Mkhize
Supply Chain Manager
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Email: amkhize@sahra.org.za