



an agency of the
Department of Arts and Culture

25 SEPTEMBER 2020

TERMS OF REFERENCE

PROJECT NUMBER: SAHRA/HPM/NONP/2020

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED PROFESSIONAL SERVICE PROVIDERS IN CONSORTIUM/JVs OR WITH MULTI-DISCIPLINARY SERVICES IN THE BUILT ENVIRONMENT TO SUBMIT QUOTATIONS FOR THE COMPLETION OF THE DESIGN AND EXECUTION OF RESTORATION WORK TO HERITAGE BUILDINGS AND SURROUNDINGS ON NON PAREILLE, DALJOSAFAT FARM, IN THE PAARL WESTERN CAPE.

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced professional service providers in consortium/JVs or with multi-disciplinary services in the built environment to submit quotations for the completion of the design and execution of restoration work to heritage buildings and surroundings on Non Pareille on Daljosafat Farm in Paarl, in the Western Cape.

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. 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. The national estate encompasses heritage resources of cultural significance for the present community and future generations.



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- 2.2 SAHRA owns and manages thirty-six properties of heritage significance around 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 while also providing socio-economic benefit to the local communities.

3. HISTORICAL BACKGROUND

- 3.1 The Daljosafat Farm is based near Paarl and includes three (3) farmsteads, namely Roggeland, Non Pareille and Goede Rust which have been 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.
- 3.2 The Farm was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. It has a Grade I status (National Heritage Site) and is the only national heritage site owned by SAHRA.

4. GENERAL PROPERTY INFORMATION

- 4.1 The Daljosafat Farm is located about 8km outside of the Paarl CBD. The area surrounding the property is made up of farms and low cost residential developments in areas known as Groenenheuvel and Mbekweni. The property borders the urban edge of Paarl.
- 4.2 Access to the property can be gained from the Bo Dal Road, an unpaved road in a well maintained condition. The access road is considered to be a low traffic route. The subject property is considered to be in moderate proximity to modern amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities all located in the nearby town of Paarl (some 8km away).
- 4.3 The subject property slopes in a northerly direction towards the northerly Bo Dal Road, where after it again elevates in a northerly direction. Currently the farm is covered with natural vegetation as no farming practices are undertaken. Areas surrounding the buildings have unmaintained gardens. Overall a fairly level topography is present.



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4.4 **Construction Material and Finishes**

Roof: Corrugated Iron / Thatched

Superstructure: Brick with plaster & paint

Window frames: Wooden window frames fitted with clear glass panes

Floor covering: Timber / Floated Concrete / Tiled Floors / Carpeted

Ceilings: Timber ceilings

- 4.5 The buildings on Non Pareille have all been vandalised, are in a poor state and requires all services to render it habitable. The main building has is fire damaged subsequent to it vandalised state.

5. **SCOPE OF WORK**

- 5.1 The SAHRA wishes to appoint a suitably qualified and competent Service Provider either as a joint venture/multiple disciplinary service provider or consortium in the built environment, who has the ability to undertake the following services:

- A. Civil and Structural Engineering Services
- B. Mechanical Engineering Services
- C. Electrical Engineering Services
- D. Fire Safety & Protection Engineering services
- E. Landscape Architect
- F. Health & Safety Services

- 5.2 The proposed restoration is for the buildings on Non Pareille farm and related works on the farm.

- 5.2 The Service provider will be expected to assist, amongst other functions normally required in projects of this nature, to provide the full scope of services (1-6) required, and may not be limited to:



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- a) On-site assessment of the condition of the various structures
- b) Prepare construction drawings and specifications to ensure the contractor is properly informed of the work required.
- c) Inspect the works to ensure the design intent is carried out by the contractor.
- d) Work together with the lead Architect to make recommendations on the work required to remediate any structural defects to ensure the heritage values are respected.
- e) Provide engineers certificates as required.

5.3 **Project Cost Estimate**

The overall cost estimates for the restoration is R 35 000 000.00 (Thirty Five Million Rand).

5.4 **Information available from Employer**

SAHRA will make all information relating to the property available, through the principal agent, to the successful service provider upon appointment. The Service Provider must make arrangements to collect any additional information to render any service required. The Service Provider must also make provision in its pricing for any extra cost that would be incurred in obtaining any other information and data.

5.5 **Reporting Requirements and Approval Procedure**

The Service Provider shall meet with the Employer, through the arrangement of the principal agent, as and when reasonably instructed by the Employer to discuss and minute progress of the services. Notwithstanding any other requirements, the Service Provider shall submit a bi-weekly progress report to the Employer in a format approved by the Employer.

All project milestones including associated reports are to be approved by the principal agent/Employer prior to proceeding to the next stage of the project. Budgets, cash flows and execution programmes are also subject to the approval of the Project manager.

- 5.6 A site inspection is strongly recommended and can be arranged with the principal agent.



6. **THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER**

6.1 The Final Offer inclusive of VAT.

6.2 **Valid and Certified copies** of present registration with the following councils:

- A. Engineering Council of South Africa (Civil)
- B. Engineering Council of South Africa (Mechanical & Electrical)
- C. Engineering Council of South Africa (Structural)
- D. Engineering Council of South Africa (Fire Safety)
- E. South African Council for the Architectural Profession (Landscape Architect)
- F. South African Council of Project and Construction Management Professions (Health and Safety Agent)

6.3 Company profile

6.4 Track record of similar projects undertaken (provide full details including references with names and contact numbers)

6.5 The tendering Service Provider in a multi-disciplinary professional practice or practices, that also provide some of the professional services listed in Item 2.3 in the tender document, of which each professional division/section in the practice or practises is under the fulltime supervision of a registered professional in that specific profession and, and which is owned and controlled by registered professionals, by at least a percentage determined by the relevant Council in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the:

Project and Construction Management Act, 2000 (Act No 48 of 2000)

Engineering Profession Act, 2000 (Act no 46 of 2000) (Civil & Structural),

Engineering Profession Act, 2000 (Act no 46 of 2000) (Mechanical & Electrical),

Engineering Profession Act, 2000 (Act no 46 of 2000) (Fire Safety),

Architectural Professions Act, 2000 (Act no 44 of 2000), (Landscape Architect),



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Health and Safety Agent - Project and Construction Management Act, 2000 (Act No 48 of 2000)

In the event of any legal entity, as meant above, being a listed public Company on the stock exchange, the percentages related to ownership and control referred to are to be made relevant to persons duly appointed as Directors of such entity.

- 6.6 Copies of certified certificates (not older than three months from the date of bid closure) or a letter from the relevant bodies clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned in 6.5 above are included with the tender as part of the returnable documentation. In the event of any legal entity, as meant above, being a private Company with shareholding, the same information/documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking.

Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined in 6.5 above and information/documentation in respect of such persons must be provided as described.

- 6.7 A signed joint venture agreement in the fields as indicated above

7. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- 7.1 A quotation in respect of all your fees and charges/ disbursements (costs) must be submitted. The service provider must reflect a detailed account of the fees.
An hourly rate (inclusive of VAT) must also be submitted for any extension of services which may be required.
- 7.2 Proof of qualification.
- 7.3 Proof of registration with the relevant professional bodies in South Africa
- 7.4 Company profile
- 7.5 Track record of similar projects undertaken (provide full details including references with names and contact numbers)



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7.6 Submit a Methodology and Work Programme on how the work will be undertaken and completed.

8. TERMS AND CONDITIONS OF TENDERING

- 8.1 All costs and expenses incurred by potential service providers relating to their submission of the tender 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 tender or the cancellation of this project.
- 8.2 While SAHRA endeavours 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.
- 8.3 SAHRA reserves the right to waive deficiencies in project proposals/quotations. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal/quotation will be solely within the discretion of SAHRA.
- 8.4 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/quotations.
- 8.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 8.6 Service providers shall not make available or disclose details pertaining to the tender/quotation with anyone not specifically involved, unless authorized to do so by SAHRA.
- 8.7 Service providers shall not issue any press release or other public announcement pertaining to details of their tender/quotation without the prior written approval of SAHRA.
- 8.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender/quotation is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal and/or tender/quotation where such a conflict of interest exists or where such potential conflict of interest may arise.



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- 8.9 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)
- 8.10 Any and all project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 8.11 The tender should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 8.12 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 8.13 It is expected of service providers to familiarise themselves with the property before submitting their tender offer.
- 8.14 SAHRA reserves the right not to accept any proposal and/or tender which does not comply with the TERMS OF REFERENCE and conditions set out in the tender documents.
- 8.15 Please note that SAHRA will view every proposal and/or tender against the spirit and purpose of the National Heritage Resources Act No 25 of 1999.
- 8.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 8.17 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.
- 8.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.



8.19 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.

8.20 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.

8.21 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid Documents.

- a) SBD 1 Invitation Bid;
- b) SBD 2 Tax Clearance certificate application form;
- c) SBD 3.3 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) Contract Form – Rendering of Services;
- g) SBD 8 Declaration of Bidders SCM practices;
- h) SBD 9 Declaration of independent bid determination;
- i) General Conditions of Contract **(PLEASE INITIAL EACH PAGE, AS PROOF THAT THE BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT).**

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

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



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9. PROCESS FLOW AND TIMELINE

| | | |
|---------------------------------|---|--|
| Request for bids issued | Website/ e-Tender /Tender Bulleting | 25 September 2020 |
| Compulsory site briefing | Non Pareille, Dal Josafat Farm, in the Western Cape GPS coordinates: -33.689834, 19.002918 | 02 October 2020 Time: 11:00am |
| Closing Date | 111 Harrington Street, Cape town ,8001 | 23 October 2020 Time: 11:00am |

9.1 **Failure to attend the compulsory site briefing will result in those bids being disqualified from the evaluation process.**

10. EVALUATION CRITERIA

10.1 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 / tender. Failure to meet any of the conditions of the proposal / tender will automatically disqualify your proposal / tender on this phase.
- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)



| No. | Evaluation Criteria | Points |
|--|--|--------|
| Civil and Structural Engineering Services | | |
| 1 | <p>Number of civil and structural engineering services projects in the built environment successfully completed:</p> <p>10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1</p> <p>Include full details of projects completed such as project name, date completed, client name, contact number and email.</p> | 20 |
| 2 | <p>Number of years experience in civil and structural engineering services with multi-disciplinary built environment professional services</p> <p>10 or more years = 5 5 or more years = 3 Less than 5 years = 1</p> <p>The engineer need to submit the CV indicating the number of years' experience in civil and structural engineering services</p> | 5 |
| Mechanical Engineering Services | | |
| 3 | <p>Number of Mechanical Engineering Services projects in the built environment successfully completed:</p> <p>10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1</p> <p>Include full details of projects completed such as project name, date completed, client name, contact number and email.</p> | 10 |



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| No. | Evaluation Criteria | Points |
|--|--|--------|
| 4 | <p>Number of years experience in Mechanical Engineering Services with multi-disciplinary built environment professional services</p> <p>10 or more years = 5 5 or more years = 3 Less than 5 years = 1</p> <p>The engineer need to submit the CV indicating the number of years' experience in Mechanical Engineering Services</p> | 5 |
| Electrical Engineering Services | | |
| 5 | <p>Number of Electrical Engineering Services projects in the built environment successfully completed:</p> <p>10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1</p> <p>Include full details of projects completed such as project name, date completed, client name, contact number and email.</p> | 10 |
| 6 | <p>Number of years experience in Electrical Engineering Services with multi-disciplinary built environment professional services</p> <p>10 or more years = 5 5 or more years = 3 Less than 5 years = 1</p> <p>The engineer need to submit the CV indicating the number of years' experience in Electrical Engineering Services</p> | 5 |
| Fire Safety & Protection Engineering services | | |



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| No. | Evaluation Criteria | Points |
|----------------------------|--|--------|
| 7 | <p>Number of Fire Safety & Protection Engineering services projects in the built environment successfully completed:</p> <p>10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1</p> <p>Include full details of projects completed such as project name, date completed, client name, contact number and email.</p> | 10 |
| 8 | <p>Number of years experience in Fire Safety & Protection Engineering services with multi-disciplinary built environment professional services</p> <p>10 or more years = 5 5 or more years = 3 Less than 5 years = 1</p> <p>. The engineer need to submit the CV indicating the number of years' experience in Fire Safety & Protection Engineering services</p> | 5 |
| Landscape Architect | | |
| 9 | <p>Number of Landscape Architect projects in the built environment successfully completed:</p> <p>10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1</p> <p>Include full details of projects completed such as project name, date completed, client name, contact number and email.</p> | 10 |



| No. | Evaluation Criteria | Points |
|-------------------------------------|--|------------|
| 10 | <p>Number of years experience in Landscape Architect with multi-disciplinary built environment professional services</p> <p>10 or more years = 5 5 or more years = 3 Less than 5 years = 1</p> <p>The engineer need to submit the CV indicating the number of years' experience in Landscape Architect projects</p> | 5 |
| Health & Safety Services | | |
| 11 | <p>Number of Health & Safety Services in the built environment successfully completed:</p> <p>10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1</p> <p>Include full details of projects completed such as project name, date completed, client name, contact number and email.</p> | 10 |
| 12 | <p>Number of years experience in Health & Safety Services with multi-disciplinary built environment professional services</p> <p>10 or more years = 5 5 or more years = 3 Less than 5 years = 1</p> <p>The engineer need to submit the CV indicating the number of years' experience in Health & Safety Services</p> | 5 |
| Total | | 100 |

A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will automatically disqualify your tender and render your proposal non-responsive.



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- **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-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 |

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

Project Number: SAHRA/HPM/NONP/2020

Project Name: Appointment of a Service Provider with Built Environment Multi-Disciplinary services for Non Pareille, Dal Josafat Farm, in the Western Cape

Quotations must be placed in the Tender Box located at:

SAHRA's Head Office
111 Harrington Street,
Cape Town



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Tel: 021 462 4502

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.

13. CLOSING DATE AND TIME

Closing Date: – 23 October 2020 at 11h00 AM. No late Tenders will be accepted.

14. For further information please send a written query to:

Ms Ayanda Mkhize

Supply Chain Manager

SAHRA

Tel: 021 462 4502

Email: amkhize@sahra.org.za