



an agency of the  
Department of Arts and Culture

**BID NO: SAHRA/FAC/01/10/2020**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE PROVISION OF PURIFIED WATER SERVICES**

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**1. PURPOSE**

- 1.1 The South African Heritage Resources Agency (SAHRA) invites all suitably, qualified and experienced service providers to submit proposals for the provision of purified water services to the SAHRA Head Office based at 111 Harrington Street, Cape Town.

**2. BACKGROUND**

- 2.1 SAHRA is a statutory organisation established under the NHRA and a listed public entity in terms of Public Finance Management Act No 1 of 1999 (PFMA).
- 2.2 The primary objective of SAHRA is to coordinate the identification and management of the national estate. The aims are to introduce an integrated system for the identification, assessment, and management of the heritage resources and to enable provincial and local authorities to adopt powers to protect and manage them.
- 2.3 SAHRA would like to appoint a reputable service provider for provision of purified water services to their Head Office located at 111 Harrington Street Cape Town according to specifications specified under Clause 3 of this document.

**3. SCOPE OF WORK**

- 4.1 Supply and delivery of six water coolers with dispensers to the SAHRA premises. The water coolers will remain the property of the supplier and will be returned upon expiry of the service contract.
- 4.2 Timeous delivery of 25 bottles (20 litres per bottle) of purified water to the SAHRA Head Office on a monthly basis for a period of three years (36 months).
- 4.3 Sanitisation and servicing of the water coolers based at the SAHRA Head Office and Paarl office on a six-monthly basis to maintain acceptable hygienic standards.
- 3.4 Service to be provided during weekdays.
- 3.5 Reputable, accredited, and reliable purified water services company with necessary capacity, resources, experience, and expertise. Service to be provided under the strictest health conditions.



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#### 4. **CONDITIONS OF BID**

- 4.1 The "Requirement for content of the project proposal" section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.
- 4.2 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 4.3 Bidders are requested to provide a proposal with a clear break down of installation and delivery costs where applicable.
- 4.4 SAHRA may require responsive bidders to present and discuss their proposals.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 Bidders shall not issue any press release or other public announcement pertaining to the details of their project proposal without the prior written approval of SAHRA.
- 4.7 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. 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.
- 4.8 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant bidder's bid shall not be considered. (See attached application form for Tax Clearance Certificate.)
- 4.9 The service provider must be registered with an approved and recognised professional body in South Africa. Registration and proof must be attached to the Offer.
- 4.10 Any and all project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 4.11 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.
- 4.12 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.13 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.



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- 4.14 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.
- 4.15 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.
- 4.16 **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.**
- 4.17 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.
- 4.18 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 contactable references from companies, whom the service provider offered the same service to.
- 4.19 The service provider is required to complete and provide the following forms:
- 4.19.1 SBD 1 Invitation to Bid;
  - 4.19.2 SBD 2 Tax Clearance certificate application form;
  - 4.19.3 SBD 3 Pricing Schedule;
  - 4.19.4 SBD 4 Declaration of Interests form;
  - 4.19.5
  - 4.19.6 SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document);
  - 4.19.7 SBD 7.1 Contract Form;
  - 4.19.8 SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
  - 4.19.9 SBD 9 Certificate of Independent Bid Determination;



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4.19.10 General Conditions of Contract.

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

## 5 ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Closing date &amp; Opening of proposals</b>	Bids opened at SAHRA Head Office	<b>16 October 2020 at 11:00 am</b>
<b>Commencement of contract and project delivery</b>	SAHRA and successful bidder	<b>Upon receipt of Purchase Order from SAHRA</b>

## 6 EVALUATION CRITERIA

6.1 All bid offers received shall be evaluated based on a two stage bidding process. The phases are as follows:

6.1.1 **Phase One:** Compliance to conditions of bid and Terms of Reference.

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



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## 7 PRICE (VAT INCLUDED)

- 7.1 Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule including management and transactional fee of the requested service. Price will be evaluated based on 80 points and the applicable formula of calculating points scored by each bidder.
- 7.2 **Please Note:** SAHRA reserves its right not to make any award in respect of this RFQ. The prospective service provider shall bear all costs associated with submission of the RFQ. No late offers shall be considered.

## 8 SUBMISSION OF BID OFFER AND PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of the Supply Chain Management Unit. Bids must be placed in the Tender Box located in the foyer of the SAHRA Head Office situated at:

South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8001

Tel: 021 462 4502

**Closing date for bid offers and proposals: 16 October 2020, 11:00 am No late bids will be accepted.**

### **For technical information, please contact:**

Ms. Ntombozuko Mphambani  
SAHRA Facilities Manager  
South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8000

Tel: 021 462 4502

Email: [nmphambani@sahra.org.za](mailto:nmphambani@sahra.org.za)

**For the Supply Chain related enquiries, please contact:**



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Ms Ayanda Mkhize  
Supply Chain Manager  
South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8000

Tel: 021 462 8586

Email: [amkhize@sahra.org.za](mailto:amkhize@sahra.org.za)