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Department of Arts and Culture

03 DECEMBER 2020

## TERMS OF REFERENCE

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR 24 HOUR ON-SITE SECURITY FOR A PERIOD OF TWELVE MONTHS AT THE OLD RESIDENCY PROEPRTY SITUATED IN KING WILLIAMS TOWN, IN THE EASTERN CAPE.**

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### 1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced security service providers to submit quotations for the provision of 24hour physical security services for a period of twelve months on the Old Residency property in King Williams Town, in the Eastern Cape.

### 2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 SAHRA is a statutory entity established under the National Heritage Resources Act, No 25 of 1999 and, together with the provincial heritage resources authorities, is one of the bodies that replaced the National Monuments Council. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.3 SAHRA owns and manages thirty six properties of heritage significance in South Africa. The Old Residency, in King Williams Town, is one of the thirty-six properties owned by SAHRA.
- 2.4 The Old Residency was declared a national monument on 27 October 1978 by Government Notice No. 2114. It was graded as a provincial heritage site.



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- 2.5 The property is approximately 1.4 ha in size and consists of a house known as the Old Residency and outbuildings which comprises of a toilet and garage/warehouse

The historic Residency was built in around 1846 and is situated on the foundations of the Mission House, which was destroyed more than once during the Frontier Wars. The London Missionary Society's mission station was built by John Brownlee after this arrival in 1826. The house then became the residence of the local magistrate and was used for this purpose until 1981.

- 2.6 SAHRA would like to appoint a reputable service provider for the provision of 24hr physical security services on the property referred to as Old Residency for a period of 12 months.

### 3. SCOPE OF THE SERVICE REQUIRED

- 3.1 SAHRA requires the deployment of at least one Grade C Security Officer at night and one Grade C Security Guard during the day to be deployed at the Old Residency in King Williams Town. There should be no interruption of the required service during weekdays, weekends and public holidays.

- 3.2 The Security Officers are required to guard the premises daily for 24hours and conduct access control of all visitors into the building. The officers are also required to conduct hourly surveillance of the yard. The security officers are required to conduct access control of all visitors on to the property. A log book detailing the full name, contact information, Identity Number and reason for the visit to the property must be logged in the log book with the accompanying signature of the visitor. The security on site is to ensure that no unauthorized visitors are allowed on site and that any person/s visiting the site is upon approval from SAHRA. The log book must be provided to SAHRA as and when required to do so.

- 3.3 The Security Company must possess the baton, pepper spray, handcuffs, torch, shockers and radio and all other equipment which can assist the security guard on duty to protect the property and self.



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- 3.4 The safety of the security personnel is the sole responsibility of the service provider. SAHRA will not be held accountable for any injuries and/or related events which may occur as of a result of any accident and/or incident while on duty.
- 3.5 The service provider must be registered with the Private Security Industry Regulatory Authority (PSIRA), and possess a Declaration of Good Standing.
- 3.6 It is expected that the service provider provides due diligence and commitment to the security services applied. Professionalism is expected at all times.
- 3.7 The service provider is to submit an invoice each month. All invoices must be accompanied by the required incidence reports and status reports. Failure to submit the reports will result in payment not being effected and/or delayed.
- 3.8 The security guards must perform the following duties:
- 3.8.1 Provide hourly surveillance/physical patrols of the properties, and the surroundings, including access areas.
  - 3.8.2 In addition to physical patrols, the security guards provide onsite access to visitors during the day and keep record in the visitors' register
  - 3.8.3 Provide and control access to all visitors to SAHRA's head office and keep all relevant records of visitors.
  - 3.8.4 In addition to physical patrols, the security guards must provide onsite access to visitors during the day and keep record in the visitors' register.
  - 3.8.5 Restrain visitors that pose a threat to SAHRA's staff and premises.
- 3.9 The security guard must be provided with the following protective equipment:
- 3.5.1 Radio contact to branch
  - 3.5.2 Baton
  - 3.5.3 Handcuffs
  - 3.5.4 Pepper Spray
  - 3.5.5 Any other relevant security day/night equipment that will assist in duties
- 3.10 The Contract period is 12 (twelve) months commencing 01 December 2020.



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#### 4. TERMS AND CONDITIONS

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the 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.
- 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 90 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. General Conditions of Contract
- g. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- h. SBD 9 Certificate of Independent Bid Determination.
- i. 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.**

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

#### 6. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for Quotations Issued</b>	Tender Bulletin/e-tender/ website	<b>N/A</b>
<b>Closing Date</b>	BIDs submitted to SAHRA	<b>18 December 2020</b>



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## 7. 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:** Prequalification criteria: Functionality Criteria

Criteria	Points Allocated
<b>1. No. of years of experience in the Security Industry</b> 5 Years and above = 5 4 Years = 4 3 Years = 3 2 Years = 2 1 Year = 1  <b>Include contactable references with letters of recommendation/Testimonial</b>	100
<b>Total</b>	<b>100</b>

**A bidder must obtain a minimum of 60% on the prequalification phase in order to progress to the next phase. Failure to obtain 60% will render your proposal nonresponsive.**

- **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

#### 8. 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.

Bidders are requested to provide a proposal with a clear break down of costs where applicable.

#### 9. SUBMISSION OF TENDERS

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management – SAHRA/HPM/SEC/18/DEC/2020**  
**Project Name: Security for Old Residency for 12 months**

**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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**10. CLOSING DATE AND TIME: 18 December 2020 at 11h00**

**NO LATE TENDERS WILL BE ACCEPTED.**

**Bidders are strongly recommended to visit the site to familiarise themselves with the extent and conditions to ensure correct pricing.**

**11. All queries must be sent in writing to:**

Ms A Mkhize  
Supply Chain Management  
South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8000  
Tel: 021 462 4502

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