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Department of Arts and Culture

17 NOVEMBER 2020

## **TERMS OF REFERENCE**

**PROJECT NUMBER: SAHRA/HPM/UMT1/2020**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED PROFESSIONAL HEALTH AND SAFETY AGENTS TO SUBMIT QUOTATIONS FOR EXECUTION OF REQUIRED MAINTENANCE TO THE UNION MASONIC TEMPLE AND ADDITIONAL STRUCTURES IN KIMBERLEY, NORTHERN CAPE.**

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### **1. PURPOSE**

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced professional health and safety agents to submit quotations for the execution of the required maintenance to the Union Masonic Temple and additional structures in Kimberley, Northern Cape.

### **2. HISTORICAL BACKGROUND**

- 2.1 The Union Masonic Temple is located in Free State road, in Kimberley. The Union Lodge initiated the erection of this building in 1886 after the Freemasons at the diamond fields of Kimberley realized the necessity to own a temple. The foundation-stone of the building was laid on 18 December 1886 and the temple was inaugurated on 28 January 1887.

### **3. CURRENT STATUS**

- 3.1 Declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. Current Grading – Grade 1 (National Heritage Site).



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- 3.2 The property is located in Beaconsfield a middle-lower class suburb of Kimberley, on the corner of Free State Road and Dyer Street. It is surrounded by suburbs including Fabricia, Cassandra and Green Point, all of which can be classified as lower to middle-income areas.
- 3.3 The structure is a rectangular building constructed from a wooden structure clad with painted corrugated iron walls. The roof offers a partial pitched and mono pitched construction under corrugated iron sheeting. Perimeter gates can be locked however the fencing requires easy access onto the property. The building is considered to offer a fair aesthetic appearance but has clear signs of deterioration and repairs and maintenance is required. The second, smaller structure on the property is a separate ablution facility. The structure has a brick structure under a flat corrugated iron roof and incorporates two toilets. The ablution block is in need of repairs with roof sheeting and windows have been broken.

#### 4. GENERAL CONSTRUCTION MATERIAL AND FINISHES

Roof: Corrugated Iron

Superstructure: Timber frame clad with corrugated roof sheets

Window frames: Timber window frames fitted with clear glass panes

Floor covering: Wooden flooring

Ceilings: Wood

Measurements on site indicate the following Gross Building Areas:

Main structure: 135m<sup>2</sup>

Outbuilding: 15m<sup>2</sup>

**150m<sup>2</sup>**

#### 5. SCOPE OF WORK

- 5.1 The scope of work includes the full services and may not be limited to, the following:
- 5.1.1 Drafting of the Client Health and Safety Specifications
  - 5.1.2 Drafting of Project Baseline Risk Assessments
  - 5.1.3 Drafting of Mandatory Agreements



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- 5.1.4 Approval of Contractors Health and Safety Plans
- 5.1.5 Monthly Site Inspections and reports
- 5.1.6 Monthly Legal Compliance Audit
- 5.1.7 Prepare OHS compliance report
- 5.1.8 Prepare Project Close out reports
  
- 5.2 The appointed health and safety client will work closely with the appointed structural engineer for the duration of the project.
  
- 5.3 The estimated construction value is R 2 000 000.00 (Two Million Rand) over a contract period of four months.
  
- 5.4 The imagery of the subject building is attached to assist in understanding the nature of the current state. Refer to **Annexure A**.
  
- 6. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER**
- 6.1 The Final Offer inclusive of VAT.
- 6.2 Proof of professional qualification and registration with the accredited professional body in South Africa. The consultant must be registered and in good standing with SACPCMP, for the construction industry.
- 6.3 The service provider must have professional indemnity insurance as well as public liability insurance.
- 6.4 Company profile including the track record of projects undertaken (provide full details including references with names and contact numbers)
- 6.5 A quotation in respect of 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.



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## 7. TERMS AND CONDITIONS OF TENDERING

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 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)



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- 7.10 Any and all project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 7.11 The tender should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 7.12 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 7.13 It is expected of service providers to familiarise themselves with the property before submitting their tender offer.
- 7.14 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.
- 7.15 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.
- 7.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 7.17 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.
- 7.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.
- 7.19 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.
- 7.20 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.



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- 7.21 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.**

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

## **8. EVALUATION CRITERIA**

- 8.1 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.



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- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

No.	Quality Criteria	Sub-criteria	
			Points
1	Number of construction projects as a health and safety agent:		50
	7 or more projects = 5 4 – 6 projects = 3 1 - 3 projects = 1  Submit proof of projects completed including project name, contract value of your service and client contact numbers.		
2	Number of years of experience as a professional health and safety agent:		50
	7 or more years = 5 4 - 6 years = 3 1 – 3 years = 1  Submit proof of number of years qualified as professional health and safety agent.		
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 render your proposal 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>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

## 9. 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.

## 10. 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/UMT1/2021**

**Project Name: Appointment of a Professional Health and Safety Agent for the execution of maintenance to the Union Masonic Temple.**

**Quotations must be placed in the Tender Box located at:**

**SAHRA's Head Office**

**111 Harrington Street,**

**Cape Town**

**Tel: 021 462 4502**





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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.

## 11. CLOSING DATE AND TIME

**Compulsory Briefing session: 25 March 2021 at 10h00** at 4 Free State Road, Kimberley, Northern Cape – on site.

**Closing Date: 09 April 2021 at 11h00.** No late tender submissions will be accepted.

## 12. For further information please send a written query to:

Supply Chain enquiries:

Ms Ayanda Mkhize

Supply Chain Manager

SAHRA

Tel: 021 462 4502

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



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### ANNEXURE A: Imagery



Main building – exterior view



Main building – exterior view



Main building - Roof



Repairs to roof needed



Ablutions block



Fence to be upgraded



Interior view



Condition of interior ceiling



Interior view – pitched roof



Interior flooring and skirting