



an agency of the
Department of Arts and Culture

10 DECEMBER 2020

TERMS OF REFERENCE

BID NO: SAHRA/FAC/02/26/02/2021

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE SUPPLY AND DELIVERY OF REFRESHMENTS AND CLEANING CONSUMABLES

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably qualified and experienced service providers to submit quotations for the supply and delivery of refreshments and cleaning consumables.

2 BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sports, Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 The South African Heritage Resources Agency with its Head office in Cape Town requires the service for the supply and delivery of various office consumables such as coffee, sugar and cleaning material for a period of three (3) years. See **Annexure A** for items required.

3. SCOPE OF SERVICES

- 3.1 It will be expected of the service provider to receive and translate Government orders and deliver in terms of the stipulated timeframe and agreed Service Level Agreement.
- 3.2. The service provider will be expected to provide general advisory services and reports with regards to consumables consumptions for the duration of the contract.
- 3.3. The service provider will be required to deliver SAHRA orders to the Head Office at no additional costs.
- 3.4 The quotations must be based on pricing as per attached list of required items.

4. PROJECT OUTPUTS/OUTCOMES

- 4.1. Deliver consumables to the South African Heritage Resources Agency within agreed time frames.
- 4.2. Ensure availability to respond to any queries that may arise during the contract period pertaining to consumables.



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5. REPORTING REQUIREMENT

- 5.1 The service provider will report to the Manager: Facilities on a monthly basis. A detailed report on the service rendered will be discussed and submitted to the Executive: Corporate Services.

6. COMMITMENT TO FIRM DELIVERY PERIOD ADHERANCE

- 6.1 The successful bidder must be able to supply goods ordered within five (5) working days from the date of order.
- 6.2 Firm delivery periods must be quoted for the duration of the contract period.
- 6.3 Delivery of consumables must be made in accordance with the instructions appearing on the official order forms.
- 6.4 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been affected.
- 6.5 In respect of items awarded, the service provider must adhere strictly to the delivery periods. Stock ordered should be available and refrain from partial delivery.
- 6.6 The supplier must be mindful of the expiry dates on the items delivered.

7. SAMPLES

- 7.1 Service providers will be expected to provide samples which will be kept for quality and monitoring purpose.

9. TERMS AND CONDITIONS OF TENDERING

- a) All costs and expenses incurred by the potential service providers relating to their project proposal 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 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.



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- 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 120 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.
- 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.



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10. 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. 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
- j. General Conditions of Contract

NB: Failure to submit completed returnable forms as mentioned above shall automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.

11. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	Website	26 February 2021
Closing date & Opening of BIDs	SAHRA Head Office	23 March 2021



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12. 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:** 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

13. 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.



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14. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of
Supply Chain Management - Bid No: SAHRA/FAC/02/26/02/2021
Project Name: Refreshments and Cleaning Consumables

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.

15. CLOSING DATE AND TIME

CLOSING DATE: 23 MARCH 2021 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.

16. For technical information, please contact:

Ms N Mphambani
SAHRA Facilities Manager
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502
Email: nmphambani@sahra.org.za

For Supply Chain related enquiries, please contact:

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111 Harrington Street
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8000
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