



an agency of the
Department of Arts and Culture

TERMS OF REFERENCE

Project Number: SAHRA/HPM/STRUIS/2021

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE REPAIR AND MAINTENANCE TO THE STRUISBAAI FISHERMEN COTTAGE 6 IN STRUISBAAI, WESTERN CAPE.

1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for the repairs and maintenance to the Struisbaai Fishermen Cottage 6 in Struisbaai, 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.
- 2.2. SAHRA owns and manages thirty-six properties of heritage significance in South Africa. The Struisbaai Fishermen Cottages is one of the properties owned by SAHRA. Struisbaai is situated approximately 230 km east of the Cape Town CBD. It is a small rural and holiday town. It is in the Cape Agulhas Municipality that includes the towns of Bredasdorp, Napier, Arniston, L'Agulhas and Suiderstrand.
The subject properties are located on the corner of Main Road and Argonauta Avenue on the northern periphery of Struisbaai as you enter the town.
- 2.3. The subject properties were donated to SAHRA for the preservation thereof as it consists of nine fisherman's cottages which are worthy of preservation in view of various architectural and historical consideration.

3. PROPERTY DETAILS:



3.1 Access to this site is from Main Road via a dirt road, more suitable for off-road vehicles.

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3.2 Construction Material and Finishes:

Roof: Thatch roofing

Superstructure: Brick / stone with plaster & paint

Window frames: Timber window frames fitted with clear glass panes

4. SCOPE OF SERVICES

4.1 The building identified for repair and maintenance is referred to as Cottage 6.

4.2 The itemized pricing spreadsheet is attached as **Annexure A**. This pricing spreadsheet provides the scope of work together with the Terms of Reference. All pricing for the project **must** be completed on the itemized spreadsheet. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.

4.3 To ensure proper pricing and measurements are submitted at the time of quotation, a compulsory briefing session will be held. This compulsory briefing session will afford each interested service provider the opportunity to be fully aware of and to understand what is required of them in the procurement processes and in the execution of the proposed contract.

4.4 All work will be measured and paid on work done.

4.5 The service provider is to consider all costs related to this setting up on site and setting up of works and should be included in the Final Offer.

4.6 The service provider is expected to provide a programme of works in Gantt Chart or similar with the submission of the tender.

4.7 All descriptions where trade names or propriety products are specified are deemed to include the phrase "or" "other approved".

4.8 The project completion is estimated to take no longer than four weeks from date of site handover.



- 4.9 Any delay caused by the service provider through his/her own means or failure to complete the work within the specified time-frames will be subject to a penalty fee per day, excluding VAT, as calculated by SAHRA.
- 4.11 The service provider is responsible for the safe-keeping of his goods and appoint at his/her own costs suitable and qualified security to the site/s during the period of contract (from date of Site Handover until Practical Completion).
- 4.12 The service provider must submit to the SAHRA an Inception Report at least three days after Site Handover.
- 4.13 The service provider must submit to the SAHRA a Progress report for with progress claim and a Completion Report before any final payment will be made to the service provider.
- 4.14 **Please note that any changes that anyone may propose to the property must be compliant with the National Heritage Resources Act No. 25 of 1999.**

5. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- 5.1 The Final Offer inclusive of VAT.
- 5.2 Proof of registration with the CIDB (**Level 2 GB or above may apply**)
- 5.3 Company profile
- 5.4 Track record of similar projects undertaken (provide full details including references with names and contact numbers)

6. TERMS AND CONDITIONS OF TENDERING

- 6.1. 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.



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- 6.2. 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.
- 6.3. 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.
- 6.4. 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.
- 6.5. SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 6.6. 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.
- 6.7. 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.
- 6.8. 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.
- 6.9. 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.
- 6.10. 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)
- 6.11. All project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 6.12. The tender should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 6.13. Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 6.14. It is expected of service providers to familiarise themselves with the property before submitting their tender offer.
- 6.15. 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.



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- 6.16. 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.
- 6.17. SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 6.18. 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.
- 6.19. All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.
- 6.20. 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.
- 6.21. 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.
- 6.22. 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.



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

7. EVALUATION CRITERIA

7.1. 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.	Quality Criteria	Sub-criteria	
			Points
2	Number of general building contracts successfully completed. 10 or more contracts = 5 8 - 9 contracts = 4 6 - 7 contracts = 3 3 - 5 contracts = 2 Less than 3 contracts = 1 Number of contracts completed must be supported by the completion certificate and the name and contact information of each project from the client.		60
3	Number of years of experience the company has in the general building industry: 10 or more years' experience = 5 8 – 9 years' experience = 4 6 – 7 years' experience = 3 3 – 5 years' experience = 2 1 – 2 years' experience = 1 Submit Company Profile including company registration documents and full details of projects completed and in process, including client information.		40
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 80/90 points are allocated to price, and 20/10 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

8. PRICE (VAT INCLUDED)

- 8.1. 80 Points for price will be awarded with reference to the Final Offer inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

9. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope and marked for the attention of the:

Supply Chain Management

Bid No: SAHRA/HPM/STRUIS/2021

Project Name: Repair and Maintenance to Struisbaai Fishermen Cottage 6

Tenders must be placed in the Tender Box located at:

SAHRA's Head Office

111 Harrington Street,

Cape Town 8001



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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.

10. CLOSING DATE AND TIME

Closing Date: 09 April 2021

Compulsory Site Briefing: 23 March 2021 at 11h30 at Hotagerklip Struisbaai Fishermen cottage 6, off Main Road, Struisbaai.

Tel: 021 868 2270

11. For any further information, please send your request in writing to:

Ms. Ayanda Mkhize

Supply Chain Manager

Tel: 021 462 4502

Email: amkhize@sahra.org.za