



an agency of the
Department of Arts and Culture

15 FEBRUARY 2021

TERMS OF REFERENCE

BID NO: SAHRA/PROPVAL/08/03/2021

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE DRAFTING AND COMPILATION OF THE 2020/21 PROPERTY VALUATION REPORT FOR THE HERITAGE PROPERTIES OWNED BY SAHRA.

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers for the drafting and compilation of the 20/2021 Property Valuation report for the heritage properties owned by SAHRA.

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. 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 around South Africa. Many of these properties were inherited by from the National Monuments Council and are not necessarily national heritage sites.



an agency of the
Department of Arts and Culture

3. SCOPE OF SERVICES

- 3.1 The Valuer is expected to determine and present the following information for each of the properties:
 - 3.1.1 The market-related value
 - 3.1.2 The replacement value
 - 3.1.3 The expected market-related monthly rental on current condition
 - 3.1.4 The expected market-related monthly rental on improved condition
 - 3.1.4 The valuation certificate
 - 3.1.5 The valuation report for 2019/2020 financial statement
- 3.2 The Valuer will present the individual draft Valuation reports per property to SAHRA before finalization at a time as agreed upon between the parties.
- 3.3 The submission of the final report is expected no later than **30 May 2021**.
- 3.4 The list of properties is attached providing the name, location, nature and grading of each property. Refer to **Annexure A**.

4. THE FOLLOWING DOCUMENTS ARE REQUIRED FROM THE SERVICE PROVIDER

- 4.1 A quotation in respect of all your fees and charges/ disbursements (costs) must be submitted. The service provider must reflect a detailed account of the fees.
- 4.2 Proof of qualification and registration as a Valuer
- 4.3 Proof of current registration with the SACPVP
- 4.4 Company profile
- 4.5 Methodology and Time Schedule for the Valuation of the subject property

4. 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.



an agency of the
Department of Arts and Culture

- 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 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.



an agency of the
Department of Arts and Culture

- 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.

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. SBD 7.2 Contract Form (Rendering Services).
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.



an agency of the
Department of Arts and Culture

- i. SBD 9 Certificate of Independent Bid Determination.

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

7. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	SAHRA Website	08 APRIL 2021
Closing date & Opening of BIDs	SAHRA Head Office	22 APRIL 2021

8. 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



an agency of the
Department of Arts and Culture

B-BBEE Status Level of Contributor	Number of points (80/20 system)
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

Attention of Supply Chain Management – Ms. Ayanda Mkhize

Project Name: Valuation of SAHRA properties

Bid Number: SAHRA/PROPVAL/08/03/2021

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.

11. CLOSING DATE AND TIME: 22 APRIL 2021 AT 11:00 AM NO LATE TENDERS WILL BE ACCEPTED.



an agency of the
Department of Arts and Culture

12. For Supply Chain information, please send your written enquiries to:

Ms A. Mkhize
Supply Chain Management
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 202 8685
Email: amkhize@sahra.co.za