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Department of Arts and Culture

10 JUNE 2021

## TERMS OF REFERENCE

**PROJECT NUMBER: SAHRA/HPM/EC/2021**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED PROFESSIONAL STRUCTURAL ENGINEERS TO SUBMIT QUOTATIONS FOR ASSESSMENT, DESIGN AND EXECUTION OF MAINTENANCE WORK TO THE CRADOCK CHURCH AND THE MOOIMEISIESFONTEIN PROPERTIES AND ADDITIONAL STRUCTURES, 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 professional structural engineers to submit quotations for the assessment, design and execution of the maintenance work to the Cradock Church and the Mooimeisiesfontein properties and additional structures, in the Eastern Cape.

### 2. HISTORICAL BACKGROUND

- 2.1 The Old Congregational Church, a mission church, is an exact replica of the Harpenden Chapel in England and was re-erected in 1853 by Rev Robert Barry Taylor, a missionary from the London Missionary Society. Both he and his wife suffered as a result of extreme poverty but were able to manage the church affairs and also held a school for the congregation. Robert Taylor and Marianne Taylor are buried under the pulpit of the church.

The property was declared a national monument on 16 July 1982 by Government Notice No. 1459, as published in Government Gazette No, 8304. It is graded as a Grade II (PHS).

- 2.2 The Moomeisiesfontein farmhouse was partially built by Piet Retief. He built himself a large house with yellow-wood ceilings and a slate roof, and established an extensive orchard with walnut, fig, pear, plum and apple trees. He also owned several other farms and spent a considerable time of his life at Mooimeisiesfontein.



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Mooimeisiesfontein was declared a national monument on 27 April 1937 by Government Notice 702 of 27 April 1937. It is currently graded a Grade II (PHS).

### **3. PROPERTY BACKGROUND**

#### **3.1 CRADOCK CHURCH**

- 3.1.1 Cradock is situated approximately 220 km northwest of Port Elizabeth, on the banks of the Great Fish River. Cradock is regarded today as the capital of the Karoo Heartland and renowned for its production of some of the best wool and mohair in the country.
- 3.1.2 The subject property is located off Adderley Street on the southern periphery of Cradock. The town's streets are lined with Ilex Oak Trees, particularly on Dundas Street, where they have been declared a national monument. The Old Water Mill, completely restored, is worth a visit; and the Great Fish River Museum - housed in the converted second Dutch Reformed church - conveys what it was like to live as a settler after 1806, during the second British occupation of the Cape.
- 3.1.3 The subject property is a largely rectangular shaped stand measuring 1 753m<sup>2</sup> and hosts a double volume church together with one adjacent outbuilding utilised as ablutions. The property is located towards the edge of town adjacent to a supermarket and enveloped by their parking area.
- 3.1.4 Access to the property can only be gained via the parking area of the Spar Supermarket which is located on Rem Erf 1. The stand is enclosed by means of high plastered brick walling along two boundaries, palisade fencing to the front and the Supermarket wall to the lateral right of the stand. The subject property is considered to be in close proximity to the remainder of the town and amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities.
- 3.1.5 The occupants of the Church, The Cradock United Congregational Church were evicted from the structure in 1977 under the Group Areas Act.



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The entire church has been grossly neglected during the past couple of years and various items require urgent remedy to prevent irreparable damage to the structure. Various roof leaks, broken windowpanes, broken rainwater good, rising damp, vandalism and rat and dove infestations, only to name a few problems.

### 3.1.6 Construction Material and Finishes

Roof	Corrugated Iron Sheets
Superstructure	Stone / Brick with mud plaster & paint
Window frames	Timber window frames fitted with clear and lead glass panes
Floor covering	Combination Yellow Wood, Oregon Pine and SA Pine
Ceilings	Oregon Pine with Yellow Wood beams

### 3.1.7 Gross building Area (GBA)

#### Old Congregational Church

Church	239m <sup>2</sup>
Outbuilding (Ablutions)	<u>9m<sup>2</sup></u>
<b>Total</b>	<b>248 m<sup>2</sup></b>

## 3.2 MOOIMEISIESFONTEIN

3.2.1 Riebeek East is a small village situated approximately 40km northwest of Makhanda, in the Makana Municipal boundaries in the Eastern Cape. It is accessible by means of a portion of tarmac and a gravel road.

3.2.2 The subject property is a large rectangular shaped stand measuring 69 156m<sup>2</sup> and hosts a single storey main building together with two outbuildings and old stables. The property is located in close distant to the R400 which is also the main road of the village.

3.2.3 Access to the property can be gained from the R400 road utilising a small unpaved road. The access road is considered to be a low traffic route. The subject property is considered to be in close proximity to the remainder of the village, but distant to basic amenities only found



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in Makhanda such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities. (Approximately 40km away).

3.2.4 The “Mooimeisiesfontein” dwelling is located at the edge of Riebeek East on a small portion of the remainder of the original farm. The property comprises a rectangular building with plastered and painted walls under a pitched slate roof. The building has a solid base with an open stoep to the front. The interior hosts eight individual rooms with plastered and painted walling, yellow wood timber flooring and ceilings. A memorial plate is located in front of the building which indicates the history of the monument. The property is still considered to offer an average aesthetic appearance, with signs of deterioration where urgent repairs and maintenance is required.

Adjacent to the main building towards the rear is an outbuilding of similar construction. Some distance away to the lateral right is a second outbuilding which is in a poor state of repair.

### 3.2.5 Construction Material and Finishes

Roof	Slate tiles
Superstructure	Stone / Brick with plaster & paint
Window frames	Timber window frames fitted with clear glass panes
Floor covering	Yellow Wood Timber flooring
Ceilings	Yellow Wood Timber ceilings

### 3.2.6 Gross Building Areas

Mooimeisiesfontein	
Main Building	216m <sup>2</sup>
Outbuilding One	24m <sup>2</sup>
Outbuilding Two	<u>52m<sup>2</sup></u>
<b>Total</b>	<b>292m<sup>2</sup></b>



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#### **4. SCOPE OF WORK**

- 4.1 The scope of work includes the full services (1–6), and may not be limited to, the following:
- a) On-site assessment of the condition of the current design and condition of the various structures
  - b) Prepare design systems in the form of construction drawings and draft the specifications to ensure the contractor is properly informed of the work required.
  - c) Inspect the works to ensure the design intent is carried out by the contractor.
  - d) Manage and oversee the works to and attend to any defects to ensure the heritage values are respected.
  - e) Provide engineers certificates as required by the local authorities.
- 4.2 Any changes that may be proposed in the property would have to be compliant with the National Heritage Resources Act No. 25 of 1999. Although this is a maintenance project, and no structural changes are to be effected, a permit application must be submitted to the responsible provincial heritage authority i.e. Eastern Cape Provincial Heritage Authority for approval of the proposed maintenance.

The service provider is to complete and submit the permit application, including managing the process on behalf of SAHRA, as the landowner, to obtain the permit to proceed with the proposed maintenance works.

#### **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 accredited professional body in South Africa
- 5.3 Company profile including the track record of similar projects undertaken (provide full details including references with names and contact numbers)
- 5.4 A quotation in respect of your percentage 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.
- 5.5 Proof of professional qualification.



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- 5.6 Submit a Methodology on how the work will be undertaken and completed.
- 5.7 The service provider must have sufficient Professional Indemnity insurance for the services undertaken. The cover should remain in effect for a period of 2 (two) years after completion of the project.

## **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.
- 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. SAHRA reserves



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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.

- 6.9 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)
- 6.10 Any and all project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 6.11 The tender should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 6.12 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 6.13 It is expected of service providers to familiarise themselves with the property before submitting their tender offer.
- 6.14 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.
- 6.15 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.
- 6.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 6.17 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.
- 6.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.



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- 6.19 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.
- 6.20 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.
- 6.21 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.**
- 6.22 SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.





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## 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
1	Number of structural projects successfully completed:		50
	7 or more projects = 5 4 – 6 projects = 3 1 - 3 projects = 1  Submit completion certificates of projects, including project name, project value and full client contact numbers.		
2	Number of years of experience as a professional structural engineer:  7 or more years = 5 4 - 6 years = 3 1 – 3 years = 1  The responsible engineer on the project must submit proof of the number of years he/she is qualified as a professional structural engineer.		50
TOTAL			<b>100</b>

**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.**



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- **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:

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)

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.

A high-level contract value is estimated at R1 800 000.00 (One Million Eight Hundred Thousand Rand) excluding VAT. Professional fees will be based on actual contract value.



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## 9. 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/EC/2021**

**Project Name: Appointment of a Professional Structural Engineer for the assessment, design and execution of works to Cradock Church and Mooimeisiesfontein.**

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

**SAHRA's Head Office**

**111 Harrington Street,**

**Cape Town**

**Tel: 021 462 4502**

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

### **Compulsory Briefing session:**

Property: Cradock Church, Cradock

Date and Time: **21 June 2021 at 11h00**

Property: Mooimeisiesfontein, Riebeeck East, Makhanda

Date and Time: **22 June 2021 at 11h00**

**Closing Date: 29 June 2021 at 11h00.** No late tender submissions will be accepted.

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

Supply Chain enquiries:

Ms. Ayanda Mkhize

Supply Chain Manager

SAHRA

Tel: 021 462 4502

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