



an agency of the
Department of Arts and Culture

25 JUNE 2021

TERMS OF REFERENCE

Project Number: SAHRA/DJF/1/2021

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE MAINTENANCE OF WAGON HOUSE AND MANOR HOUSE ON GOEDE RUST, DALJOSAFAT FARM IN PAARL, 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 maintenance of Wagon House and Manor House on Goede Rust, Daljosafat Farm in Paarl, 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 SAHRA properties have taken a prominent recognition on the organizational strategy as assets with potential to generate income towards assisting and supporting business operations and self-sustaining.
- 2.3 The Wagon House and Manor House on Goede Rust are two of the buildings on the Farm.
- 2.4 The Dal Josafat Farm based near Paarl includes three (3) farmsteads, namely Roggeland, Non Pareille and Goede Rust which have been consolidated. The farms Goede Rust and Non Pareille were originally granted in 1690 and Roggeland in 1693. These farms were for centuries in the hands of the French Huguenots and their descendants.
- 2.5 The Farm was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. It has a Grade I status (National Heritage Site) and is the only national heritage site owned by SAHRA.



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3. PROPERTY DETAILS:

- 3.1 Name: Farm 1341 No 1341 Paarl RD
- 3.2 Extent of property: 232.5850 hectare (ha)
- 3.3 The Dal Josafat Farm is located approximately 8km north east of the Paarl CBD. The area surrounding the property is made up of farms and low cost residential developments in areas known as Groenheuwel and Mbekweni. The property borders the urban edge of Paarl.
- 3.4 Construction Material and Finishes:
Roof: Corrugated Iron / Thatch
Superstructure: Brick with plaster & paint
Window frames: Wooden window frames fitted with clear glass panes
Floor covering: Tiled Floors
Ceilings: Ceiling board

4. SCOPE OF SERVICES

- 4.1 The buildings identified for maintenance is referred to as **Wagon House** and **Manor House** and is situated on Goede Rust on the Dal Josafat Farm.
- 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.



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- 4.4 All work will be measured and paid on work done. **A retention of 10% applies for each progress payment.**
- 4.5 The service provider is to take into account 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 with the submission of the quotation.**
- 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 at six 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 the Employer.
- 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 Completion Report before any final payments 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 should apply**)
- 5.3 Company profile
- 5.4 Track record of similar projects undertaken (provide full details including references with names and contact numbers)



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6. TERMS AND CONDITIONS OF TENDERING

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 5.6 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.
- 5.7 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.
- 5.8 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.
- 5.9 Any and all project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 5.10 The tender should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.



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- 5.11 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 5.12 It is expected of service providers to familiarise themselves with the property before submitting their tender offer.
- 5.13 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.
- 5.14 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.
- 5.15 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 5.16 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.
- 5.17 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.
- 5.18 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.
- 5.19 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.
- 5.20 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;



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- 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.

5.21 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

- 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 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	<p>Number of infrastructure maintenance projects successfully completed.</p> <p>10 or more projects = 5 7 – 9 projects = 4 5 - 6 projects = 3 3 – 4 projects = 2 1 - 2 projects = 1</p> <p>Submit the full list of projects successfully completed which includes project details, year of completion, value of project and contact information of the Clients. Service providers must submit at least three reference letters of projects completed within the last three years</p>		50
2	<p>Number of years of experience the company has in infrastructure maintenance:</p> <p>10 or more years' experience = 5 7 – 9 years' experience = 4 5 – 6 years' experience = 3 3 – 4 years' experience = 2 1 - 2 years' experience = 1</p> <p>Submit number of years of experience the company has in infrastructure maintenance. A company profile must be submitted.</p>		50
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.



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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 80/90 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)

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.



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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/DJF/1/2021

Project Name: Maintenance of Wagon House and Manor House, Goede Rust.

Tenders 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

Closing Date: Friday, 10 September 2021 at 11h00

Compulsory Site Briefing: Friday, 27 August 2021 at Wagon House, Goede Rust, Dal Josafat Farm

Tel: 021 868 2270

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

Ms Ayanda Mkhize

Supply Chain Manager

SAHRA

Tel: 021 462 4502

Email: amkhize@sahra.org.za