



an agency of the
Department of Arts and Culture

27 AUGUST 2021

TERMS OF REFERENCE
BID NO: SAHRA/FAC/27/08/2021

REQUEST FOR QUOTATIONS OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF OFFICE FURNITURE IN SAHRA SATELLITE OFFICE, SUNCARDIA, PRETORIA.

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for the supply and installation of office furniture in SAHRA Satellite office, Suncardia Mall, Pretoria.

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 SAHRA is a statutory entity established under the National Heritage Resources Act, No 25 of 1999 and, together with the provincial heritage resources authorities, is one of the bodies that replaced the National Monuments Council. 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 has just acquired new space for its office based in Suncardia Mall, Pretoria and therefore requires furniture to enable its operations.



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3. SPECIFICATIONS

Item No.	Quantity	Description
1	2	4-Way Cluster (Windsor Cherry)
2	8	Data network desks (1400x750x600x1200 P legs)
3	8	Accessories Cut Supply Access Hole cover
4	8	Data Network Extension Top (600Mmx500Mm)
5	8	Impact 2 Drawer 1 D filer 1 P tray Pull MIS 002
6	8	Impact Credenza 1200x600 Shelf R/Dr Blk
7	8	Aluminium Desks Screen 1400x500H (Black/Burgundy)
8	1	Reception Desk Windsor Cherry
9	1	Alpha Reception Counter 2100x700x2100x700
10	1	4 Drawer 1 P tray D height Pedestal
11	1	Credenza Black door 1000x600 including shelf – no top (to go under the table).
12	1	Soft seating single seater C.O.M.
13	1	Soft seating double seater C.O.M
14	1	Rain crush back and black seat
15	1	Impact Scup board 1500x900x400 shelf – Windsor Cherry
16	1	Impact 4 Tier bookcase 1500Hx800Wx350D

4. DURATION OF THE AGREEMENT.

- 4.1 The supply and installation of office furniture should be a once-off project. Service providers to indicate the delivery time.

5. REQUIREMENTS TO BE INCLUDED IN THE SUBMISSIONS

- 5.1 To guarantee an objective and fair evaluation process, all proposals submitted must be in accordance with format as described in the scope of work. Failure to provide all or any part of the requested information in the required format may result in a proposal being excluded from the evaluation process.



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6. TERMS AND CONDITIONS

- 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.
- 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.



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- 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 any returnable document 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 goods / 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.

7. 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 7.1 Contract Form (Purchase of goods/works).
- 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.

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.



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8. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	SAHRA Website	27 August 2021
Closing Date	Bids to be submitted to SAHRA tender box / tenderinfo@sahra.org.za	10 September 2021

9. 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



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10. 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.

11. SUBMISSION OF TENDERS

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/FAC/27/08/2021**
Project Name: Pretoria Office Furniture

BIDS must be placed in the Tender Box located at:
SAHRA's Head Office
111 Harrington Street,
Cape Town

Bids may also be emailed to: tenderinfo@sahra.org.za

SAHRA takes no responsibility for mailed tender documents to incorrect email address. It is the onus of the service provider to ensure that the document is placed in the Tender Box or emailed to the correct email address before closing date and time.

12. CLOSING DATE AND TIME

CLOSING DATE: 10 SEPTEMBER 2021 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.



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13. For technical information, please contact:

Ms. Ntombozuko Mphambani
Facilities Manager / Acting Executive Officer - Corporate Services
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 202 8655
Email: nmphambani@sahra.org.za

For Supply Chain related enquiries, please contact:

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