



an agency of the
Department of Arts and Culture

23 FEBRUARY 2021

TERMS OF REFERENCE SAHRA/FAC/AIRCON/07/07/2021

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE SERVICING OF AIR CONDITIONING SYSTEMS AT THE SAHRA HEAD OFFICE SITUATED AT 111 HARRINGTON STREET AND 79 ROELAND STREET, CAPE TOWN ON A QUARTERLY BASIS THROUGH A SERVICE LEVEL AGREEMENT

1 PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably qualified and experienced service providers to submit quotations for the quarterly servicing of air conditioning systems at the SAHRA Head Office situated at 111 Harrington Street and 79 Roeland Street, Cape Town for a period of twenty-four (24) months.

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 already has air conditioning systems installed at its offices.
- 2.3 It is within this context that SAHRA wishes to appoint competent service providers who will service the air conditioning systems at the SAHRA Head Office situated at 111 Harrington Street and 79 Roeland Street, Cape Town for a period of two (2) years through a service level agreement.

3. SCOPE OF SERVICES

Note: All items shall be priced for whatever costs may be considered necessary for Preliminary and General Items to carry out the servicing of the units in full.

3.1 Servicing of Units at 79 Roeland Street

Service all VRV systems and condensers and all internal units on the premises.
Clean filters; check for leaks; and ensure that system runs on full capacity.



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3.2 Servicing of Units at 111 Harrington Street

Service all VRV systems and condensers and all internal units on the premises.

Clean filters; check for leaks; and ensure that system runs on full capacity.

3.2.1.1 Allow for testing and commissioning of all units.

3.2.1.2 Make good all areas where units are installed.

3.2.1.3 Noise levels are to be kept to a minimum.

3.2.1.4 The work areas are to be always kept clean and neat.

3.2.1.5 The Health & Safety file is to be kept on site.

3.2.1.6 A works programme is to be submitted at least 3 working days after appointment. The service provider is to note that the work flow processes of SAHRA may not be affected during working hours.

3.3 A Service Level Agreement (SLA) for servicing of all existing air conditioners at both SAHRA premises (Roeland and Harrington Streets) on a quarterly basis.

3.4 Sign service sheets and job cards for confirmation of service performed.

3.5 Submit reports on faults identified and repairs required.

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.
- 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.



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- 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.
- 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.



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- 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.
- i. SBD 9 Certificate of Independent Bid Determination
- j. General Conditions of Contract

Service providers must be registered with the CIDB. Service providers with a 1 ME (Mechanical Engineering) may qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted.

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

6. ANTICIPATED TIME SCHEDULE AND PROCESS

| | | |
|-------------------------------------------|--------------------------------------------------------|----------------------------------|
| Request for Tenders Issued | Website | 07 July 2021 |
| Compulsory Briefing Session | 111 Harrington Street and 79 Roeland Street, Cape Town | 20 July 2021 @11:00am |
| Closing date & Opening of BIDs | SAHRA Head Office | 29 July 2021 @11:00am |

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 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;



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| 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.

9. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: 29 July 2021**
Project Name: Servicing of Aircons

Compulsory Briefing Session: 111 Harrington Street, Cape Town @ 11:00 am.

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.



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11. CLOSING DATE AND TIME

CLOSING DATE: 29 JULY 2021 @ 11:00 – NO LATE TENDERS WILL BE ACCEPTED.

12. **For technical information, please contact:**

Miss Ntombozuko Mphambani
Facilities Manager
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Cape Town
8000
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For Supply Chain related enquiries, please contact:

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Supply Chain Manager
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