



an agency of the
Department of Arts and Culture

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DATE: 05/10/2021

TERMS OF REFERENCE: SAHRA/FAC/05/10/2021

APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO SUPPLY, INSTALL AND SERVICE THE HYGIENE EQUIPMENT FOR BATHROOM FACILITIES IN SAHRA SATELLITE OFFICE, SUNCARDIA, PRETORIA

1. PURPOSE

- 1.1 To invite suitably qualified and experienced service provider to submit quotations for supply, installation, and servicing of hygiene equipment in the bathroom facilities in SAHRA Satellite Office, SunCardia, Pretoria. Supply and installation of the equipment should be a once-off project. Servicing, including consumables should be through a 24 (twenty-four) months contract.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is mandated by the National Heritage Resources Act (no.25 of 1999) to conserve and preserve the National Estate of South Africa. SAHRA is an Agency of the Department of Arts and Culture.
- 2.2 SAHRA acquired space for its office based in SunCardia Mall, Pretoria and needs to equip its bathroom facilities with all necessary equipment. The proposals must include supply, installation, maintenance, and servicing of the required equipment including consumables where applicable.

3. SPECIFICATIONS

- 3.1 Installation of the following equipment:

Item No.	Quantity	Description
1	3	G/TS005 – SUPPLY, DELIVERY & INSTALL TOILET SEAT SANITISED WIPE
2	1	G/US003 – SUPPLY, DELIVERY & INSTALL URINAL SANITISER
3	2	G/AF006 SUPPLY, DELIVERY & INSTALL AIR FRESHNER DISPENSER



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Item No.	Quantity	Description
4	2	G/HSD002 – SUPPLY, DELIVERY & INSTALL HAND SOAP DISPENSER
5	2	G/HT009 – SUPPLY, DELIVERY & INSTALL HAND PAPER TOWEL DISPENSER
6	2	G/WB002 - SUPPLY, DELIVERY & INSTALL WALL BIN
7	2	G/SB0007 - SUPPLY, DELIVERY & INSTALL SANITARY BINS
8	24	G/TC006 - TOILET CONSUMABLES

3.2 The above equipment must be periodically serviced through a 24 (twenty-four) months contract.

4. DURATION OF THE AGREEMENT

4.1 The supply and installation of the hygiene equipment should be a once-off project. Service providers to indicate the duration of the project. Servicing shall be carried out through a service level agreement for a period of 24 (twenty-four) months.

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.

6. COMPANY/ORGANISATION PROFILE

6.1 The proposal must include a company/organization profile, comprising a description of your organization, its primary business activity, clients, experience, management, sub-contractor profiles, etc., including at list three reference companies whom they offer the same services to.



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7. TERMS AND CONDITIONS OF PROPOSALS

- 7.1 All costs and expenses incurred by potential service providers relating to their project proposal will be borne by the 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.
- 7.2 While SAHRA endeavors 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.
- 7.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency may be waived or may require the rejection of a project proposal may be solely within the discretion of SAHRA.
- 7.4 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. SAHRA reserves the right not to make any appointment from the proposals submitted.
- 7.5 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 7.6 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 7.7 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 7.8 A **valid CSD Registration Report**, must be submitted, (See attached application form for Tax Clearance Certificate)
- 7.9 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 7.10 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 7.11 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.



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- 7.12 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.
- 7.13 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 7.14 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.
- 7.15 All returnable proposal documents must be completed in full and submitted together with the service provider's proposal.
- 7.16 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.
- 7.17 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.
- 7.18 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms.
 - 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 BBEE 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.

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

- 7.19 SAHRA reserves the right to remove certain aspects of its requirements in order meet its budget for the project.



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8. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Tenders Issued	SAHRA Website	06 October 2021
Closing date & Opening of BIDs	SAHRA Head Office	20 October 2021

Only proposals received on or before the closing date will be considered, 20 October 2021 at 11 am.

9. EVALUATION CRITERIA

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



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B-BBEE Status Level of Contributor	Number of points (80/20 system)
6	6
7	4
8	2
Non-compliant contributor	0

10. Price (Vat included)

Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule including management and transactional fee of the requested service. Price will be evaluated based on 80 points and the applicable formula of calculating points scored by each bidder. Costs of the project must be clearly stated on the proposal and **The abovementioned cost must include travel and accommodation if the provider is outside of Pretoria.**

11. SUBMISSION OF BID OFFER AND PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of the contact person. It must be posted to the following address:

**South African Heritage Resources Agency,
111 Harrington Street, Cape Town
SAHRA Head
P.O. Box 4637
Cape Town, 8000**

Alternative the following email address can be used:
tenderinfo@sahra.org.za

Closing date for submission of proposals: 20 October 2021 at 11 am



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For Supply Chain related enquiries, please contact:

Ms. Ayanda Mkhize

Supply Chain Manager

South African Heritage Resources Agency

PO Box 4637

Cape Town

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For technical information, please contact:

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