



an agency of the
Department of Arts and Culture

08 JUNE 2022

TERMS OF REFERENCE SAHRA/HPM/03/06/2022

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE PROVISION OF 24 HOUR ON-SITE SECURITY SERVICES FOR A PERIOD OF TWELVE (12) MONTHS TO THE ROGGE LAND FARM, SITUATED ON THE DALJOSAFAT FARM IN PAARL, WESTERN CAPE.

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced security service providers to submit quotations for the provision of 24-hour security services for a period of twelve (12) months to the Roggeland farm, situated on the Daljosafat Farm in Paarl, Western Cape.

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. It is a statutory entity established under the National heritage Resources Act, Act No. 25 of 1999. SAHRA's role is to coordinate the identification and management of the national estate. The national estate encompasses heritage resources of cultural significance for the present community and future generations.
- 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 support the financial sustainability of the Entity in the long term.
- 2.3 One of the properties SAHRA owns is the Daljosafat Farm. The Daljosafat Farm comprises of three separate farms namely, Goede Rust, Non Pareille and Roggeland which are now 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. Some of the founder and leading members of the Afrikaans Language Movement resided there.

It was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. Its current status is a Grade 1 (National Heritage Site).

- 2.4 The site for which 24 hour security services are required is the Roggeland farm with specific attention to the vacant buildings on the property.



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3. SCOPE OF WORK AND EXPECTED DELIVERABLES

- 3.1 SAHRA requires the services of a qualified security guard with a guard dog for the night, and the same services rendered for the day. The premises must be guarded on a 24-hour cycle, 7 days a week for a period of 12 (twelve) months.
- 3.2 The contract period is 12 (twelve) months and is anticipated to commence as soon as May 2022, however the commencement date will be confirmed with the service provider. It must be noted that the security services must be available on short notice and is dependent on the immediate vacancy of the buildings on the property.
- 3.3 The security officers are required to conduct access control of all visitors on to the property. A logbook detailing the full name, contact information, Identity Number and reason for the visit to the property must be logged in the logbook with the accompanying signature of the visitor. The security on site is to ensure that no unauthorized visitors are allowed on site and that any person/s visiting the site is upon approval from SAHRA.
- 3.4 The Security Company must possess the necessary equipment and tools to assist the security guard on duty to protect the property and self.
- 3.5 The safety of the security personnel is the sole responsibility of the service provider. SAHRA will not be held accountable for any injuries and/or related events which may occur as of a result of any accident and/or incident while on duty.
- 3.6 The service provider must be registered with an approved and accredited security regulatory body in South Africa.
- 3.7 The service provider must possess a Declaration of Good Standing.
- 3.8 The service provider must have due diligence and commitment to the security services applied. Professionalism is expected at all times.



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- 3.9 The service provider must submit an invoice each month for agreed services rendered. All invoices must be accompanied by the required incidence reports/monthly report. Failure to submit the reports will result in payment not being processed for payment.
- 3.10 To ensure proper pricing is submitted at the time of submission of quotation, the service provider must attend the compulsory briefing meeting on site. This 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 contract.

4. 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 90 days from the date of submission.



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- 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.



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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.
- 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.

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

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 Quotations Issued	08 June 2022
Compulsory site briefing	Roggeland Farm @ 12:00
Closing Date	22 June 2022

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.



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- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

No.	Criteria	Scoring	Weight
1	<p>The number of years of experience as a registered security service provider:</p> <p>5 or more years 3 - 4 years 1 – 2 years</p> <p>The service provider is to submit proof of number of years in business as a security service provider.</p>	<p>5 3 1</p>	50
2	<p>Number of clients the business successfully services:</p> <p>10 or more clients 6 – 9 clients Less than 6 clients</p> <p>The service provider must list the clients it is servicing, the type of security provided with contactable details. Also provide at least 3 written and contactable references from clients currently contracted to.</p>	<p>5 3 1</p>	50
	TOTAL POINTS		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.

- **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



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B-BBEE Status Level of Contributor	Number of points (80/20 system)
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.

The service provider is to submit the total costs for the services over twelve (12) months.

On a separate sheet, the service provider is to provide the daily and the monthly service rate thereafter.

9. SUBMISSION OF TENDERS

Proposals must be emailed to: tenderinfo@sahra.org.za, marked as confidential and for the attention of Mr. Disang Kolwane

Bid No: SAHRA/HPM/03/06/2022

Project Name: Roggeland Security

It is the onus of the service provider to ensure that the document is emailed before closing date and time.



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10. CLOSING DATE AND TIME

CLOSING DATE: 22 JUNE 2022 AT 11H00 – NO LATE QUOTATION WILL BE ACCEPTED.

11. For technical information, please contact:

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Supply Chain Management
South African Heritage Resources Agency
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