



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

# **SOUTH AFRICAN HERITAGE RESOURCES AGENCY**

## **TERMS OF REFERENCE**

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS FOR GRASS CUTTING, SHRUB CLEARING, REMOVAL OF GREEN WASTE AND BURNT DEBRIS, AND THE INSTALLATION OF SUITABLE EXTERNAL LIGHTING AT THE OLD RESIDENCY PROEPRTY IN QONCE, IN THE EASTERN CAPE.



## 1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the grass cutting, shrub clearing, removal of green waste and burnt debris, and the installation of suitable external lighting at the Old Residency property situated in Qonce in the Eastern 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.

2.2 SAHRA owns and manages thirty-six properties of heritage significance in South Africa.

2.3 The Old Residency in Qonce, Eastern Cape is one of the properties owned by SAHRA. The historic Residency was erected around 1846 and is situated on the foundations of the Mission House, which was destroyed more than once during the Frontier Wars. The house became the residence of a local magistrate in 1866 and was used for this purpose until 1981.

2.4 The Old Residency was declared a national monument on 27 October 1978 by Government Notice No. 2114. Its current grading is II (PHS).

## 3. LOCATION

3.1 The property is approximately 1.4 ha in size and consists of a building referred to as the Old Residency and outbuildings.

3.2 Access to the property can be gained from Alexandra Road. Alexandra Road becomes the R346 which links Qonce to Stutterheim 40km to the north and is a fairly busy road. The property is highly visible from this road and is considered to the near modern amenities such as banks, schools, places of worship, sports facilities, shopping centers, restaurants and retail facilities all located in the immediate vicinity.



## 4. CURRENT CONDITION

4.1 The 'Old Residency' monument is located adjacent to the historic Anglican Church. The monument comprises an older stone building with a newer plastered addition, wooden windows, and a thatched roof which has burnt down.

4.2 Neighbouring the property is an informal taxi rank and food outlets which results in litter strewn on to the property.

4.3 The property experienced a fire in 2021, which resulted in the collapse of the thatch roof.

4.4 The grass is overgrown, with thick shrubs and some loose tree trunks scattered on the Property.

4.5 The building is a mix of local sandstone and plastered brick. The interior hosts seven individual rooms with plastered and painted walls, timber flooring and ceilings. As a result of the fire, the debris of burnt materials are still in the structures.

4.6 The property is guarded by 24-hour on-site security.

## 5. AIMS OF THE PROJECT

5.1 To cut and remove grass and green waste in the open and contracted spaces, including cutting down to ground level specified tree trunks, and removal of tree trunks and clearing of shrubs.

5.2 To open and clear water channels / drainage lines

5.3 To remove burnt debris and other useless materials from the structures

5.4 Cleaning of site to enable safe walking conditions.

## 6. SCOPE AND SERVICES REQUIRED

6.1 Cutting of overgrown grass, weed, other types of vegetation including removal of clippings and litter to meet the following specifications:

6.1.1 All overgrown grass, weed and other vegetation with a stem diameter not exceeding 50mm shall be cut on the specified stand.

6.1.2 All overgrown grass, weed and other vegetation on the specified stand shall be cut to a height not exceeding 40mm in length unless otherwise determined by SAHRA.

- 6.1.3 Specified tree of approximately 17mx12m to be cut to ground level and removed from site.
  - 6.1.4 Tree trunks scattered on the property, including 13m trunk, to be removed from site.
  - 6.1.5 All burnt debris and useless materials as a result of the fire to be removed from all the structures.
  - 6.1.6 Structures to be thoroughly cleaned from burnt materials.
  - 6.1.7 After the cutting of overgrown grass, weed or other vegetation and the removal of clippings, the service provider shall dispose of the waste at an authorized and approved waste disposal site. The service provider will be required to submit proof of dumped materials.
  - 6.1.8 All specified grass cutting areas shall be cleaned by the service provider from any litter e.g. plastics, tins, bottles, papers prior to the grass cutting of the specified areas and the service provider shall be responsible for the disposal thereof.
  - 6.1.9 Suitable electrical installation for use of flood lights.
- 6.2 It is estimated that the proposed work will take 2 weeks for completion.
  - 6.3 The pricing schedule must be used for pricing. Refer to **Annexure A**.
  - 6.4 The prices and rates to be inserted in the pricing schedule are to be the full inclusive prices for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.
  - 6.5 All pricing for the project must be completed on the pricing schedule. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.
  - 6.6 The service provider is expected to undertake due diligence prior to the contract and commit to the scope of work upon acceptance of the contract.
  - 6.7 The service provider is to submit an invoice upon completion of all work. The invoice for the completion of work must be supported by a completion report and include

photographs of before and after. Failure to submit the report may result in payment not being effected.

- 6.8 The interested bidder must attend the **compulsory briefing meeting**. This will afford each bidder the opportunity to be fully aware of and to understand the extent of work, what is required of them in the procurement processes and in the execution of the proposed contract.
- 6.9 A **works program** must be submitted with the Offer at the time of closing of quotations.
- 6.10 The service provider must make suitable provision for ablution facilities for their staff.
- 6.11 The service provider must ensure the necessary Occupation Health and Safety standards for their staff and comply to the OHS Act 85 of 1993.

## 7. LOCAL EMPLOYMENT OPPORTUNITIES

7.1 The project aims to create work opportunities for unemployed people, especially those living in rural areas. The employment of local labour is encouraged for the duration of the project.

7.2 The target for local labour employment on the project is: **10 (ten)**

7.3 A local labour register entailing the full details of the employee with Identity Document must be submitted at the end of each work week to SAHRA. The template is attached. Refer to **Annexure B**.

## 8. 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.
- 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.

## 9. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to Bid
- b. SBD 2 Tax Clearance Certificate Requirements
- c. SBD 3.3 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 of 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 original completed returnable forms as mentioned above will automatically disqualify your quotation.**

## 10. EVALUATION CRITERIA

10.1 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. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal 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

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

## 11. 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.

## 12. SUBMISSION OF TENDERS

Tender Offers may be submitted in a sealed envelope, marked with the tender number, tender name, and closing date and for the attention of the Supply Chain Management Unit.

**COMPULSORY BRIEFING MEETING TIME AND DATE: 10 August 2022 at 11h00**

**LOCATION: Old Residency, corner of Trunk and Amatola Road, Qonce, Eastern Cape**

Bids may be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

Tender Offers can be emailed to [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za)

**It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time.**

**13. CLOSING DATE AND TIME: 15 August 2022 at 11h00**

**NO LATE TENDERS WILL BE ACCEPTED**

**14. QUERIES MUST BE DIRECTED IN WRITING TO:**

Supply Chain Management: Mr Disang Kolwane - SCM Manager

Email: [dkolwane@sahra.org.za](mailto:dkolwane@sahra.org.za)