



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

**APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR
THE SUPPLY AND DELIVERY OF RFID SECURITY**



SCM TERMS OF REFERENCE

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit quotations for the supply and delivery of RFID Security.

2. BACKGROUND

2.1 SAHRA is a statutory organisation established under the National Heritage Resources Act, No 25 of 1999. 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.

2.2 As per the approved Library Policy, Library materials are subject to RFID security measures to ensure that materials are not removed from the library without proper procedure taking place. The existing RFID system is currently not operational and needs to be replaced

3. SCOPE AND SERVICES REQUIRED

3.1 The following is required from potential service provider:

- 1) Supply and delivery of RFID & Conversion staff station
- 2) Software License – (Annual)
- 3) Installation & commissioning

3.2 Estimated Time of Delivery

- a. Bidders to stipulate the estimated time of delivery for the equipment.

3.3 The following must be submitted with the bid:

- a) The Final Offer inclusive of VAT



4. TERMS AND CONDITIONS OF BIDS

- 4.1 All costs and expenses incurred by potential service providers relating to their project bid 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 bid or the cancellation of this project.
- 4.2 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.
- 4.3 SAHRA reserves the right to waive deficiencies in project bids. The decision as to whether a deficiency will be waived or will require the rejection of a project bid will be solely within the discretion of SAHRA.
- 4.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project bid.
- 4.5 SAHRA reserves the right not to make any appointment from the bids submitted.
- 4.6 Service providers shall not make available or disclose details pertaining to their project bid with anyone not specifically involved, unless authorized to do so by SAHRA.
- 4.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project bid without the prior written approval of SAHRA.
- 4.8 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 bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 4.9 A valid Tax Compliance PIN, issued by the South African Revenue Services, must be submitted, (See attached application form for Tax Clearance Certificate) and CSD registration Report.
- 4.10 Any and all project bids shall become the property of SAHRA and shall not be returned.
- 4.11 The bids should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 4.12 Service providers are advised that submission of a project bid gives rise to no contractual obligations on the part of SAHRA.
- 4.13 SAHRA reserves the right not to accept any bid which does not comply with the TERMS OF REFERENCE and conditions set out in the bid documents.



- 4.14 SAHRA reserves the right not to award, or not award the bid to the service provider that scores the highest points.
- 4.15 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.
- 4.16 All returnable bid documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 4.17 The "Requirements for content of the project bid" section above outlines the information that must be included in bid offers. Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.
- 4.18 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.
- 4.19 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; **kindly submit fully completed Bid Documents**
 - a. SBD 1 Invitation Bid
 - b. SBD 3.3 Pricing Schedule
 - c. SBD 4 Declaration of Interests form
 - d. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document)
 - e. SBD 8 Declaration of Bidders SCM practices
 - f. SBD 9 Declaration of independent bid determination
 - g. General Conditions of Contract

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.



5. EVALUATION CRITERIA

5.1 All bid offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid 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

5.2 Price (Vat included)

80 Points for price will be awarded with reference to the total fixed bid amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.



6. SUBMISSION OF BIDS

Project bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/LIB/01/09/2022**

Bids must be placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town 8001

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

Closing date for bid offers and bids: Friday, 30 September 2022 at 11:00 no late bids will be accepted after the closing time.

For the Supply Chain related enquiries, please contact:

Mr Disang Kolwane

Supply Chain Management Manager

South African Heritage Resources Agency

111 Harrington Street

Cape Town

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Tel: 021 462 4502

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