



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/HPM/04/09/2022

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES
SUITABLY QUALIFIED S TO SUBMIT QUOTATIONS FOR THE RESTORATION
OF KATY'S COTTAGE ON GOEDE RUST FARM, SITUATED ON THE
DALJOSAFAT FARM IN PAARL, WESTERN CAPE.**



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers for the restoration of Katy's Cottage on Goede Rust 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 The Katy's Cottage on Goede Rust is one of the buildings on the larger Daljosafat Farm.
- 2.4 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.
- 2.5 The farm was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. Its status is a Grade I (National Heritage Site).



3. PROPERTY BACKGROUND

- 3.1 The Goede Rust farm is located approximately 8km northeast of the Paarl CBD. The area surrounding the property is made up of farms and low-cost residential developments in areas known as Groenheuwel and Mbekweni. The property borders the urban edge of Paarl.
- 3.2 Access to the property can be gained from the Bo Dal Road, an unpaved road in a well-maintained condition. The access road is a low traffic route. The subject property is in moderate proximity to modern amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities all located in the nearby town of Paarl, approximately 8km away.
- 3.3 The Katy's Cottage is one of four building structures on the Goede Rust farm.
- 3.4 The building has backlog maintenance and not suitable for occupation in its current condition. Electrical and plumbing upgrades are required to the property including fire safety, timber window and door frames to be repaired/replaced, rising damp, tiling, interior and exterior painting required and identified external works.
- 3.5 The gross building area is approximately 95m².
The building comprises of two rooms, kitchen, and a bathroom.

4. CONSTRUCTION MATERIAL AND FINISHES

Roof:	Thatch
Superstructure:	Brick with plaster and paint
Window frames:	Timber, fitter with glass clear glass panes
Door frames:	Timber
Floor covering:	Tile
Ceilings:	Reed

5. SCOPE OF THE SERVICE REQUIRED

- 5.1 The property identified for restoration is referred to as the **Katy's Cottage** and is situated on the Goede Rust farm, Daljosafat farm, Roggeland Road, in Paarl Western Cape.
- 5.2 The pricing schedule is attached. Refer to **Annexure A**.
- 5.3 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.
- 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.
- 5.4 To ensure proper pricing and measurements are submitted at the time of quotation, a **compulsory briefing meeting** will be held. This compulsory briefing meeting 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 proposed contract.
- 5.5 The service provider must submit an invoice each month for work done. All invoices must be accompanied by a works progress report.

Failure to submit the reports will result in payment not being processed for payment.

6. EMPLOYMENT OPPORTUNITIES

- 6.1 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.

A 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**.



7. TERMS AND CONDITIONS OF RFQ

- 7.1 All costs and expenses incurred by potential service providers relating to their Tender Offer 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 Tender Offer or the Cancellation of this project.
- 7.2 While SAHRA endeavours to ensure that all information provided to all potential service providers are 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 will be waived or will require the rejection of a project proposal will 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.
- 7.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 7.6 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.
- 7.7 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.
- 7.8 Service providers are required to declare any conflict of interest they may have in 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.
- 7.9 A valid tax compliance status PIN, issued by the South African Revenue Services and/or Central Supplier Database registration report must be submitted.
- 7.10 Any and all project proposals shall become the property of SAHRA and shall not be returned
- 7.11 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.





- 7.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 7.13 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.
- 7.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 7.15 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.
- 7.16 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.
- 7.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 7.18 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 will result in your proposal being excluded from the evaluation process.
- 7.19 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.
- 7.20 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 certificate application form
 - 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 8 Declaration of Bidder's Past Supply Chain Management Practices.
 - g) SBD 9 Certificate of Independent Bid Determination
 - h) General Conditions of Contract

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



Service providers must be registered with the CIDB. Service providers with a minimum of 1GB qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted

8. EVALUATION CRITERIA

- a) 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 tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
 - **Phase Two:** Meeting the minimum threshold of the prequalification criteria (functionality), which is 60 points

No.	Criteria	Scoring	Total
1	The number of years of experience in infrastructure upgrade and maintenance: 5 or more years 3 - 4 years 1 – 2 years The service provider is to submit proof of number of years in business as a building contractor.	5 3 1	50
2	Number of infrastructure upgrades and maintenance projects successfully completed: 5 or more projects 3 – 4 projects 1 – 2 projects The service provider must list the projects completed with contactable details	5 3 1	50
	TOTAL POINTS		100

Bidders are required to obtain a minimum of 60 points out of 100 points to progress to the next phase of evaluation. Bidders who have obtained less than 60 points as prescribed above will be deemed as 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
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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 OFFER

Tender Offers must 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.

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

South African Heritage Resources Agency (SAHRA)

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

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. SAHRA will not be held liable and/or responsible for late deliveries and submissions.

10. CLOSING DATE

Friday, 30 September 2022 at 11h00

11. COMPULSORY BRIEFING MEETING DATE

23 September 2022 at 10h00, on site Katy's Cottage, Goede Rust, Roggeland Road, Daljosafat, Paarl.

12. Queries must be directed in writing to:

Supply Chain Management

Mr Disang Kolwane

SCM Manager

Email: dkolwane@sahra.org.za

