



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE SUPPLY AND INSTALLATION OF THE SPECIFIED FENCE AND ADDITIONAL SERVICES TO SECURE THE WELCOME COTTAGE PROPERTY IN GLENCAIRN SIMONSTOWN, WESTERN CAPE.



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SAHRA/HPM/02/10/2022

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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for the supply and installation of the specified fence and additional services to secure the Welcome Cottage property in Glencairn Simonstown, Western Cape.

2. HISTORICAL 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. One of the properties SAHRA owns is the Welcome Cottage property in Glencairn, Simonstown, Western Cape.
- 2.3 The subject property includes three dwellings, namely the Welcome Cottage (main dwelling) and two adjacent smaller dwellings and various outbuildings. The core of the present structures on site date to before 1842. The land on which the Welcome Cottage is built was granted in 1811 in "Perpetual Quitrent" to Johannes Henricus Brand, who was the Deputy Fiscal of Simon's Town. Both the main homestead and the



outbuildings are predominantly Cape Dutch in style and of considerable an architectural merit.

- 2.4 It was declared a national monument on 27 December 1985 by Item 22, page 12 of Government Gazette No. 10047. The property has been re-graded by the local provincial heritage authority to a Grade III A status, however the site is still protected as a Grade II.

3. LOCATION AND SITUATION

- 3.1 The subject property is located off Glenoak Road, Welcome Glen (refer to the location map). Welcome Glen is an established residential node in False Bay. The node is accessible via the Main Road (M4) leading from Fish Hoek or via the Glencairn Expressway (M6) leading from Ou Kaapse Weg (M64). Ou Kaapse Weg in turn provides access to the M3 highway, leading to the Cape Town CBD.
- 3.2 The immediate node comprises mainly residential dwellings and vacant land, with no commercial activities in the immediate node.
- 3.3 The subject property is located at 36 Glenoak Road. Glenoak Road is accessible via Glenhurst Road, which connects to Glen Road, one of the main arterials in the greater node. Glen Road leads directly from Main Road.
- 3.4 The subject property offers an irregular shaped site, sloping from south to north towards Glenoak Road with a northern orientation. The land rises steeply above Glenoak Road.

4. PROPERTY BACKGROUND

4.1 Description of Property:

Portion 5 of the Farm Welcome Cottage Farm Number 967, Cape RD, Western Cape.

Registered Owner:

South African Heritage Resources Agency

Extent of Subject Property:

2 885m²

Endorsements:

Endorsement in terms of Section 58 of the National Heritage Resources Act No. 25 of 1999.

5. Service providers must avail ablution facilities, sheds and pause areas and other necessary facilities to ensure OHS compliance for their staff on-site.

6. SCOPE OF SERVICES

- 6.1 The property identified for supply and installation of the specified fence and additional services to secure the property is referred to as the "Welcome Cottage" property and is situated 36 Glenoak Road, Glencairn Simonstown, Western Cape.

- 6.2 The Bill of Quantities and supporting drawings for the scope are attached. Refer to **Annexure A**.

This Bill of Quantities provides the scope of work together with the Terms of Reference. All pricing for the project must be completed on the BoQ. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.

- 6.3 To ensure proper pricing and measurements are submitted at the time of quotation, a **compulsory briefing meeting** will be held on site. This 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.

- 6.4 The service provider must submit an invoice for work done. Progress payments may be applied and must be accompanied by a progress report of work done and claimed for. Failure to submit the report may result in payment not being processed.

7. EMPLOYMENT OPPORTUNITIES

- 7.1 In support of the National Government of South Africa's aim to alleviate poverty through the creation of employment opportunities, the Employer is seeking to increase the intensity of labour, as appropriate, in all of its infrastructure sector projects.

It is a requirement of this contract, therefore, that the work be executed in such a manner so as to maximise the use of labour-intensive construction methods in order to provide unskilled and semi-skilled employment opportunities.



To this end, a minimum goal of unemployed local labour from the surrounding communities is specified below, which shall be achieved by the Contractor in the performance of the contract.

The specified minimum local labour is 5% of the contract value before allowances and value added tax. 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 E**.

- 7.2 The target area for local labour means the geographical area of Simons Town, including surrounding areas such as Kalk Bay, Fish Hoek, Muizenberg, in the City of Cape Town Municipality.
- 7.3 The industry sector minimum wage determined in accordance with the Basic Conditions of Employment Act, No. 75 of 1977 must be complied with. Proof of wages may be requested by the Employer.

8. TERMS AND CONDITIONS OF PROPOSALS

- 8.1 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.
- 8.2 While SAHRA endeavors 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.
- 8.3 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.





- 8.4 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.
- 8.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 8.6 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.
- 8.7 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.
- 8.8 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.
- 8.9 A valid original Tax Compliance PIN and/or CSD Registration Report, must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 8.10 Any and all project proposals shall become the property of SAHRA and shall not be returned
- 8.11 The proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 8.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 8.13 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.
- 8.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 8.15 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.
- 8.16 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.





- 8.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 8.18 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.
- 8.19 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.
- 8.20 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

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 2SQ (Specialist) may qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted



9. 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	Weight
1	<p>The number of years of experience as a service provider in the supply and installation of fencing to properties:</p> <p>10 or more years 7 - 9 years 5 – 6 years 3 - 4 years 1 – 2 years No Experience</p> <p>The service provider must submit proof of experience with dates and details of projects.</p>	<p>5 4 3 2 1 0</p>	50
2	<p>Number of fencing projects successfully completed:</p> <p>10 or more projects 7 - 9 projects 5 – 6 projects 3 - 4 projects 1 – 2 projects No Project</p> <p>The service provider must list the number of fence projects successfully completed, with full details of name of project, location, value of project and with client contact and reference details.</p>	<p>5 4 3 2 1 0</p>	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.



10. 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.

11. CLOSING DATE

04^h November 2022 at 11h00.

12. COMPULSORY BRIEFING MEETING

Date and Time: 21st October 2022 at 11h00

Venue: 36 Glenoak Road, Glencairn, Simonstown, Western Cape.

13. Queries must be directed in writing to:

Supply Chain Management

Mr Disang Kolwane

Acting SCM Manager

Email: dkolwane@sahra.org.za

