



TERMS OF REFERENCE

PROJECT NUMBER: SAHRA/PFU/3/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED PROFESSIONAL SERVICE PROVIDERS IN CONSORTIUM/JVs OR WITH MULTI-DISCIPLINARY SERVICES IN THE BUILT ENVIRONMENT TO SUBMIT QUOTATIONS FOR THE DESIGN AND EXECUTION OF A PERIMETER FENCE AND RELATED WORKS TO THE GOEDE RUST FARM AND PAARL OFFICE, DALJOSAFAT FARM IN PAARL, WESTERN CAPE.





ACRONYMS

BBBEE	Broad-Based Black Economic Empowerment
CBD	Central Business District
CSD	Central Supplier Database
DSAC	Department of Sport, Arts & Culture
JV	Joint Venture
NHRA	National Heritage Resources Act of 1999
RFQ	Request for Quotations
SAHRA	South African Heritage Resources Agency
SCM	Supply Chain Management
VAT	Value Added Tax





1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced professional service providers in consortium/JVs or with multi-disciplinary services in the built environment to submit quotations for the design and execution of a perimeter fence and related security works to the Goede Rust farm and Paarl office, Daljosafat Farm in Paarl, in the Western Cape.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture (DSAC) 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 around 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 while also providing socio-economic benefit to the local communities.

3. PROPERTY INFORMATION

Goede Rust Farm and the Onderdal School, on Daljosafat Farm in Paarl

3.1. Historical background

- 3.1.1. The Daljosafat Farm is based near Paarl and includes three (3) farmsteads, namely Roggeland, Non Pareille and **Goede Rust** which have been 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.

The Farm was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. It has a Grade I status (National Heritage Site) and is the only national heritage site owned by SAHRA.



3.1.2 The **Onderdal School** was founded in 1847. Construction on the school commenced in 1854 and it was inaugurated on 31 May 1855. The school officially opened on 5 June 1855 and was used until 1968, when it was finally closed. Founder members of the Genootskap vir Regte Afrikaners received instruction here.

The School was declared a national monument by Government Notice 2620, as published in Government Gazette 7946 of 4 December 1981. Current Grading – Grade 11 (PHS).

3.2 General Property Information: Location and Situation

3.2.1 The Goede Rust farm is one of the consolidated farms on Daljosafat Farm, Erf 1341, and measures approximately 2 hectares in extent.

3.2.2 The Onderdal School, Farm 545 and 546, forms part of the larger Dal Josafat farm and measures approximately 8 728m² in extent.

3.2.3 Both properties are 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 Groenenheuwel and Mbekweni. The property borders the urban edge of Paarl.

3.2.4 Access to the property can be gained from the Bo Dal Road, an unpaved road in a well-maintained condition. The access road is considered to be a low traffic route. The subject property is considered to be 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 (some 8km away).

3.2.5 The subject property slopes in a northerly direction towards the northerly Bo Dal Road, where after it again elevates in a northerly direction. Currently the farm is covered with natural vegetation as no farming practices are undertaken. Areas surrounding the buildings have unmaintained gardens. Overall, a fairly level topography is present.

3.2.6 Both the Goede Rust farm and the Onderdal School are required to be secured with a suitable perimeter fence and additional works to increase the security of the properties.

4. SCOPE OF SERVICES AND WORK REQUIREMENTS

4.1 SAHRA wishes to appoint a suitably qualified and competent service provider who is a professional multi-disciplinary company/consortium/JV in the built environment, and who has the ability to undertake the following services:

- A. Architect (to also act as project manager)
- B. Civil Engineer
- C. Electrical Engineer
- D. Quantity Surveyor
- E. Health & Safety Agent

4.2 The above-mentioned professional consultants are required to fulfil, but may not be limited to the following services, stages 1 – 6:

PROJECT STAGES	DESCRIPTION
1	Inception
2	Concept and Viability
3	Design Development
4	Documentation and Procurement
5	Construction
6	Close-out

4.3 Architectural plans for the entire property are required for both sites i.e. Goede Rust farm and Onderdal School.

4.4 Project Cost Estimates

4.4.1 The overall cost estimate for the design and execution of the perimeter fence and additional works to Goede Rust farm and Onderdal School is R 4 000 000.00 (Four Million Rand).

4.5 The estimated project time frame for completion is four months.

4.6 Construction works for the respective properties will be independent contracts.

5. Reporting Requirements and Approval Procedure

- 5.1 The service provider shall meet with the Employer as and when reasonably instructed by the Employer to discuss and minute progress of the services. Notwithstanding any other requirements, the service provider shall submit a monthly progress report to the Employer in a format approved by the Employer.
- 5.2 All project milestones including associated reports are to be approved by the employer prior to proceeding to the next stage of the project. Budgets, cash flows and execution programmes are also subject to the approval of the employer.

6. THE FOLLOWING ARE REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- 6.1 The Final Offer inclusive of VAT.
- 6.2 Valid and certified copies of professional registration with the verified and approved bodies in South Africa must be submitted with the bid.
- 6.3 Company profile
- 6.4 Track record of each professional consultant of similar projects undertaken (provide full details including references with names and contact numbers)
- 6.5 The tendering Service Provider in a multi-disciplinary professional practice, that also provide the professional services listed in Item 4.1 in the tender document, of which each professional division/section in the practice or practices is under the fulltime supervision of a registered professional in that specific profession and, and which is owned and controlled by registered professionals, by at least a percentage determined by the relevant Council in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the:
 - Architectural Profession Act (Act No. 44 of 2000),
 - Project and Construction Management Act (Act No 48 of 2000),
 - Engineering Profession Act (Act no 46 of 2000) (Civil, Electrical),
 - Quantity Surveying Act (Act No.49 of 2000),

In the event of any legal entity, as meant above, being a listed public Company on the stock exchange, the percentages related to ownership and control referred to are to be made relevant to persons duly appointed as Directors of such entity.

- 6.6 Copies of certified certificates (not older than three months from the date of bid closure) or a letter from the relevant bodies clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned in 5.5 above are included with the tender as part of the returnable documentation. In the event of any legal entity, as meant above, being a private Company with shareholding, the same information/documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking.

Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined in 5.5 above and information/documentation in respect of such persons must be provided as described.

- 6.7 A signed joint venture agreement in the fields as indicated above.
- 6.8 A quotation in respect of all your fees and charges/ disbursements (costs) must be submitted. The service provider must reflect a detailed account of the fees.

An hourly rate (inclusive of VAT) must also be submitted for any extension of services which may be required.

7. TERMS AND CONDITIONS OF TENDERING

- 7.1 All costs and expenses incurred by potential service providers relating to their submission of the tender 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 or the cancellation of this project.
- 7.2 While SAHRA endeavours 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.
- 7.3 SAHRA reserves the right to waive deficiencies in project proposals/quotations. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal/quotation 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/quotations.
- 7.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.

- 7.6 Service providers shall not make available or disclose details pertaining to the tender/quotation 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 tender/quotation without the prior written approval of SAHRA.
- 7.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender/quotation is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal and/or tender/quotation where such a conflict of interest exists or where such potential conflict of interest may arise.
- 7.9 A valid Tax Compliance PIN and/or CSD Registration Report must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 7.10 Any and all project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 7.11 The tender 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 proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 7.13 It is expected of service providers to familiarise themselves with the properties before submitting their tender offer.
- 7.14 SAHRA reserves the right not to accept any proposal and/or tender which does not comply with the TERMS OF REFERENCE and conditions set out in the tender documents.
- 7.15 Please note that SAHRA will view every proposal and/or tender against the spirit and purpose of the National Heritage Resources Act No 25 of 1999.

The Government Immovable Asset Management Act 2007, the Public Finance Management Act 1999, and the Occupational Health & Safety Act 1993, must be adhered to, and to direct all efforts to comply with, for the proposed project.

- 7.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 7.17 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.

- 7.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.
- 7.19 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 may result in your proposal being excluded from the evaluation process.
- 7.20 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.
- 7.21 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 2 Tax Clearance certificate application form;
 - 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) Contract Form – Rendering of Services;
 - g) SBD 8 Declaration of Bidders SCM practices;
 - h) SBD 9 Declaration of independent bid determination;
 - i) General Conditions of Contract (PLEASE INITIAL EACH PAGE, AS PROOF THAT THE BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT).
- 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.
- 7.22 SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

8. EVALUATION CRITERIA

8.1 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 / tender. Failure to meet any of the conditions of the proposal / tender will automatically disqualify your proposal / tender on this phase.
- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

No.	Evaluation Criteria	Points
1	Architectural Services / Project Manager	20
	Number of projects successfully completed: 10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1 Include full project details: project name, date completed, client name and contact.	
2	Civil Engineer	20
	Number of projects successfully completed: 10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1 Include full project details: project name, date completed, client name and contact.	
3	Electrical Engineer	20
	Number of projects successfully completed: 10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1 Include full project details: project name, date completed, client name and contact.	
4	Health & Safety Services	20
	Number of projects successfully completed: 10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1 Include full project details: project name, date completed, client name and contact.	
5	Quantity Surveyor	20

No.	Evaluation Criteria	Points
	Number of projects successfully completed: 10 or more projects = 5 5 or more projects = 3 Less than 5 projects = 1 Include full project details: project name, date completed, client name and contact.	
	Total	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 automatically disqualify your tender.

- **Phase three:** Preference points on specific goals as follows.

Preference Point System	Points
Price	80
Special Goals	20
Black-owned company	10
Women	4
Youth	4
Disability	2
TOTAL	100

9. PRICE (VAT INCLUDED)

- 9.1 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 TENDERS

10.1 Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of:

Supply Chain Management

Project Number: SAHRA/PFU/3/2023

Project Name: Appointment of a Service Provider with multi-disciplinary services/consortium/JV for the design and execution of a suitable perimeter fence and additional services to the Goede Rust Farm and Onderdal School, in Paarl, Western Cape.

10.2 Quotations must be placed in the Tender Box located at:

SAHRA's Head Office

111 Harrington Street,

Cape Town

10.3 SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

11. CLOSING DATE AND TIME

Closing Date: **05th May 2023 at 11h00**. No late Tenders will be accepted.

12. **Compulsory site briefing date: 24th April 2023 at 11h00** commencing from Onderdal School, Roggeland Road, Daljosafat farm, Paarl and thereafter to Goede Rust farm, on Daljosafat farm, Paarl.

13. For further information please send a written query to:

Supply Chain Management

Mr D Kolwane

Supply Chain Manager

SAHRA

Email: dkolwane@sahra.org.za

