



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

**TERMS OF REFERENCE
SAHRA/CORP/01/04/2023**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES
SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR
THE LEASING OF OFFICE ACCOMMODATION FOR A PERIOD OF FIVE YEARS
IN THE CENTRAL BUSINESS DISTRICT OF PRETORIA, IN GAUTENG
PROVINCE.**



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit proposals for the leasing of office accommodation in the central business district of Pretoria, in the Gauteng Province for a period of five (5) years.

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.

2.2 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.

2.3 SAHRA's Head Office is based at 111 Harrington Street, Cape Town and it has a satellite office in Pretoria. With the expiration of the existing lease in Pretoria, SAHRA is inviting suitably qualified service providers to submit proposals for the leasing of suitable office accommodation in the central business district of Pretoria for its employees.

3. PROPERTY BACKGROUND

3.1 Office accommodation must be situated in a safe location of the central business district of Pretoria and must include secured parking facilities.

3.2 The office must be in close proximity to public transport e.g., Gautrain, buses, taxis.

3.3 The gross building area in which employees will be based must be a minimum of 300m² and a maximum of 400 m²



3.4 The requirements for site accessibility include:

- 3.4.1 The building should allow for comfortable entrance/exit to and from the building for all staff.
- 3.4.2 The building must make provision for access control which must be accessible to both staff and its suppliers/service providers.
- 3.4.3 The building and parking facility used by SAHRA must have 24-hour security
- 3.4.4 The building should have access to people with special needs/disability e.g., wheelchair ramp.

3.5 Building General Requirements

- 3.5.1 The building must be an existing building (complete built structure)
- 3.5.2 Structural building insurance and all other building compliance is the responsibility of the landlord.
- 3.5.3 Preferably 13 parking bays which must include one disability parking, two lockable / access-controlled garages for the company vehicles, seven staff parking and three visitor bays.

3.6 Building Services

- 3.6.1 The building must make available the provision for goods and services lifts (if applicable)
- 3.6.2 Exclusive use of ablutions facilities
- 3.6.3 The office space must provide lighting as per building regulation
- 3.6.4 The office space must have the following facilities:
 - 3.6.4.1 air-conditioning with climate control
 - 3.6.4.2 a back-up generator in the event of a power failure/load shedding
 - 3.6.4.3 existing fire protection and prevention services
 - 3.6.4.4 compliant emergency staircases/exits
 - 3.6.4.5 provision for a fire-proof strong room
 - 3.6.4.6 double tier cable trays in ceilings voids or make allowance for these
 - 3.6.4.7 a floor plan of the building drawn to scale is required

3.7 A draft Lease Agreement must be included with the submission of the proposal.

3.8 Occupation is expected from **01 June 2023** for a period of five years.

- 3.9 Proposals must consider that care must be taken to ensure that there is a good 'fit' between the organisation, its functions and the office accommodation. From an aesthetical view, therefore the office accommodation should ideally conform to SAHRA's core business.
- 3.10 The space requirement and management must align to the Space Planning Norms and Standards for Office Accommodation used by Organs of State, Government Notice 1665 of 2005. This document provides updated norms for public office buildings. These norms apply to all office space used by organs of state (as defined in section 239 of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)).

4. Approximate Space requirements:

| OFFICE AREAS | NUMBER OF EMPLOYEES ONLY | NUMBER OF EMPLOYEES/ OFFICES | SIZE / m ² | TOTAL SIZE | NOTES |
|-----------------------------|--------------------------|------------------------------|-----------------------|------------|----------------------------|
| A. WORKING SPACE | | | | | |
| Receptionist | 1 | 1 | 14 | 14 | Reception/ Waiting area |
| BGG Manager | 1 | 1 | 20 | 20 | Cellular office |
| Heritage Protection Manager | 1 | 1 | 20 | 20 | Cellular office |
| RRO Manager | 1 | 1 | 20 | 20 | Cellular office |
| Other officials | 19 | N/A | | | Open plan |
| Total | 23 | | | | |
| B. CORE SPACES | | | | | |
| Tea/Eating Area | | | | | |
| Kitchen | | | | | |
| Cleaning Room | | | | | |

| OFFICE AREAS | NUMBER OF EMPLOYEES ONLY | NUMBER OF EMPLOYEES/ OFFICES | SIZE / m ² | TOTAL SIZE | NOTES |
|--|--|------------------------------|-------------------------------------|------------|-------------|
| Filing Room/ Library/Stationery Room | | | | | Closed Area |
| General Storage Room (Banners and all communication material) | | | | | Closed Area |
| Printing Area | | | | | Open plan |
| Server Room | Enclosed area | | | | |
| Board/Meeting Room | Closed Office (to accommodate +-15 people) | | | | |
| PARKING | | | | | |
| Garages (Fleet) | 2 | | Lockable /access-controlled Garages | | |
| Employees | 7 | | Undercover bays | | |
| Visitors | 3 | | Open bays | | |
| Disabled | 1 | | | | |

5. Conditions of the office space

- 5.1 Proof of the property's adherence to the Occupational Health and Safety Act of No. 85 of 1993 must be submitted with the proposal.
- 5.2 SAHRA will take occupation of the completed and compliant rental area on 01 June 2023.
- 5.3 The building must receive adequate and good reception for internet, landline telephone and cellular phone connectivity and video conference facilities. To ensure good

connectivity, Frogfoot must be the available fibre provider in the area for internet services.

- 5.4 Health and Safety: Accommodation used by government must be fully compliant with the Occupational Health and Safety Act and all current building regulations. Consideration must also be made of the likely future legislative trends, such as increasingly stringent access for people living with disabilities and water and energy consumption standards.

6. TERMS AND CONDITIONS OF PROPOSALS

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 6.6 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.
- 6.7 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.
- 6.8 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.

- 6.9 A valid Tax Compliance PIN, issued by the South African Revenue Services and/or CSD Report must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 6.10 Any and all project proposals shall become the property of SAHRA and shall not be returned
- 6.11 The proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 6.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 6.13 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.
- 6.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 6.15 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.
- 6.16 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.
- 6.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 6.18 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.
- 6.19 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.
- 6.20 It is the conditions of this tender that, a bid is submitted together with the following completed forms.

- a) SBD 1 Invitation to BID



- b) SBD 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).
- a. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- e) SBD 9 Certificate of Independent Bid Determination.

NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your bid. SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

7. ANTICIPATED TIME SCHEDULE AND PROCESS

| | |
|----------------------|----------------------|
| Tender Issued | 06 April 2023 |
| Closing Date | 05 May 2023 |

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. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two:** Preference points on specific goals as follows.

| Preference Point System | Points |
|--------------------------------|---------------|
| Price | 80 |
| Special Goals | 20 |
| Black owned company | 8 |
| Women | 4 |
| Youth | 5 |
| Disability | 3 |
| TOTAL | 100 |



9. 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 of 80 points.

10. SUBMISSION OF OFFER

Proposals 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.

Bid No: SAHRA/CORP/01/04/2023

Project Name: Pretoria Office Accommodation

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

Friday, 05 May 2023 at 11h00.

12. For technical information, please contact:

Supply Chain Management

Mr Disang Kolwane

SCM Manager

Email: dkolwane@sahra.org.za

