



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/HPM/ORSEC/01/07/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE PROVISION OF 24-HOUR ON-SITE SECURITY SERVICES FOR A PERIOD OF TWELVE (12) MONTHS TO THE OLD RESIDENCY PROPERTY IN QONCE, EASTERN CAPE.



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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced security service providers to submit quotations for the provision of 24-hour security services for a period of twelve (12) months to the Old Residency property in Qonce, Eastern Cape.

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, 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 One of the properties SAHRA owns is the Old Residency. The Old Residency was declared a national monument on 27 October 1978 by Government Notice No. 2114. It was graded as a provincial heritage site.

The historic Old Residency was built in around 1846 and is situated on the foundations of the Mission House, which was destroyed more than once during the Frontier Wars. The London Missionary Society's mission station was built by John Brownlee after this



arrival in 1826. In 1866 the house became the residence of the local magistrate. It was used for this purpose until 1981.

- 2.4 The Old Residency requires 24-hour on-site physical security. The property measures 10 746.00m² and hosts a single storey main building together with two small outbuildings. The property is located in the vicinity of the Anglican Church, with access from Alexandra Road. It is located in Qonce. Currently the property is not fenced, access to the site easy and no covered building or ablutions block is available.

3. SCOPE OF THE SERVICE REQUIRED

- 3.1 SAHRA requires the services of a qualified security guard for the day and night, with a guard dog. The premises must be guarded on a 24-hour cycle, 7 days a week for a period of 12 (twelve) months.
- 3.2 The contract period is 12 (twelve) months and is anticipated to commence 01 July 2023, however the commencement date will be confirmed with the service provider. **It must be noted that the security services must be available on short notice and is dependent on the finalisation of the procurement process.**
- 3.3 The service provider must familiarise themselves with the property and its current condition, as the property is easily accessible, without a suitable fence around the property, electricity and plumbing. The service provider must make allowance for the safety of their staff during the contract considering the conditions of the property. No guard house or ablution block is available on the property, and the service provider is responsible in providing these services to their staff on site.
- 3.3 The security officers are required to conduct access control of all visitors to the property. A logbook detailing the full name, contact information, Identity Number and reason for the visit to the property must be logged in the logbook with the accompanying signature of the visitor. The security on site is to ensure that no unauthorized visitors are allowed on site and that any person/s visiting the site is upon approval from SAHRA.
- 3.4 The Security Company must possess the necessary equipment and tools to assist the security guard on duty to protect the property and self.
- 3.5 The safety of the security personnel is the sole responsibility of the service provider. SAHRA will not be held accountable for any injuries and/or related events which may

occur as of a result of any accident and/or incident while on duty. The security guard must be equipped with the appropriate uniform and required equipment that clearly identifies the name of the security company.

- 3.6 The service provider must be registered with an approved and accredited security regulatory body in South Africa.
- 3.7 The service provider must possess a Declaration of Good Standing.
- 3.8 The service provider must have due diligence and commitment to the security services applied. Professionalism is expected at all times.
- 3.9 The service provider must submit an invoice each month for agreed services rendered. All invoices must be accompanied by the required incidence reports/monthly report. Failure to submit the reports will result in payment not being processed for payment.
- 3.10 To ensure proper pricing is submitted at the time of submission of quotation, the service provider must attend the compulsory briefing meeting on site. This 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 contract.

4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 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.
- 4.2 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.
- 4.3 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.



- 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 proposal.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 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.
- 4.7 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.
- 4.8 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.
- 4.9 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 4.10 Any and all project proposals shall become the property of SAHRA and shall not be returned
- 4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.13 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.
- 4.14 SAHRA reserves the right not to award the proposal 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 The Bid offers, and proposals should be valid and open for acceptance by SAHRA for a period of **60 days** from the date of submission.



- 4.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 4.18 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.
- 4.19 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.
- 4.20 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms;
- a) SBD 1 Invitation for Bid
 - b) SBD 2 Tax Clearance certificate application form.
 - c) SBD 3.1 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 Bidder's Past Supply Chain Management Practices.
 - f) SBD 9 Certificate of Independent Bid Determination
 - g) Registration with National Treasury (CSD Report)

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

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

6. EVALUATION CRITERIA

- 6.1 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

6.2 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.

The service provider is to submit the total costs for the services over twelve (12) months.

On a separate sheet, the service provider is to provide the daily and the monthly service rate thereafter.

7. SUBMISSION OF OFFER

Tender Offers must be submitted in a sealed envelope, marked with the tender number (**SAHRA/HPM/ORSEC/01/07/2023**) 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.



8. CLOSING DATE AND TIME

23 JUNE 2023 AT 11:00 AM

9. No briefing meeting is deemed to be necessary, but it is strongly recommended that the service provider visits the site to familiarise themselves with the status and conditions of the property. Any clarity-seeking questions must be addressed in writing to the SCM Manager.

10. Queries must be directed in writing to:

Supply Chain Management

Miss Mandisa Tantsi

SCM Officer

Email: mtantsi@sahra.org.za

