



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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## **TERMS OF REFERENCE**

**SAHRA/BD/26/09/2023**

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR  
THE SERVICES OF A LAND SURVEYOR TO MEASURE AND PREPARE  
A SURVEYOR GENERAL DIAGRAM OF A PORTION OF THE DAL  
JOSAFAT PROPERTY FOR THE PURPOSE OF A COMMERCIAL LEASE  
AGREEMENT.



## TERMS OF REFERENCE

### 1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit quotations for the services of land surveyor to measure and prepare a surveyor general diagram of a portion of the Dal Josafat property for the purpose of a commercial lease agreement. The land surveyor will be expected to perform a site survey to determine the exact boundaries of the property portion to be leased; prepare a surveyor general diagram (SDG) of the property portion, in accordance with the requirements of the Surveyor-General; and certify the SGD as accurate and complete.

### 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.

In accordance with SAHRAs Property Maximisation Strategy, SAHRA identified a highest and best use of the Dal Josafat property, that would aid in the organisation's financial sustainability, assist in the conservation of the property, and provide social impact to the surrounding communities. A service provider was appointed to lease the property for the purpose of generating renewable energy. The proposed project, therefore, aims to establish a solar-powered renewable energy plant on the Dal Josafat farm. This initiative, spearheaded by Blue Pot Renewable Energies, not only seeks to provide sustainable electricity to the local municipality but also serves as a transformative force in conserving specifically the historical and cultural heritage at Dal Josafat, but also through the benefits of this project will result in assisting SAHRA execute our mandate. Through allowing this commercial lease agreement, the project aims to refurbish and conserve Dal Josafat, implement social impact and bolster SAHRAs financial sustainability.

A lease agreement with a duration of 20 years is considered a long-term lease under South African law. Long-term lease agreements must be notarized and registered with the Deeds Office. This process ensures that the lease agreement is valid and enforceable, and that the rights of both the landlord and tenant are protected. To register a long-term lease agreement, the leased premises must be clearly measured and described in a SGD. An SGD is a detailed map of the property, which shows its exact boundaries, dimensions, and any existing



structures or improvements. The appointment of a land surveyor to prepare an SGD is a necessary step in concluding a long-term lease agreement. The land surveyor will perform a site survey to determine the exact boundaries of the leased premises and then create an SGD that meets the requirements of the Surveyor-General.

The registration of a long-term lease agreement with the Deeds Office is essential to ensure its validity and enforceability. The preparation of an SGD by a qualified land surveyor is a necessary step in this process. By following this process, landlords and tenants can be confident that their rights are protected and that their lease agreement is legally binding.

## 2.2 SCOPE AND SERVICES REQUIRED

**The following is required from potential service provider:**

The suitably qualified land surveyor will be required to:

- Perform a site survey to determine the exact boundaries of the property portion to be leased.
- Prepare an SGD of the property portion, in accordance with the requirements of the Surveyor-General.
- Certify the SGD as accurate and complete.

## 2.3 Estimated Time of Delivery

Typically, depending on the complexity of the terrain, the presence of any obstacles or obstructions and the number of land parcels involved, this should take a land surveyor 1-2 weeks to survey approximately 140 hectares and draw an SDG. The land surveyor should be selected based on the following criteria:

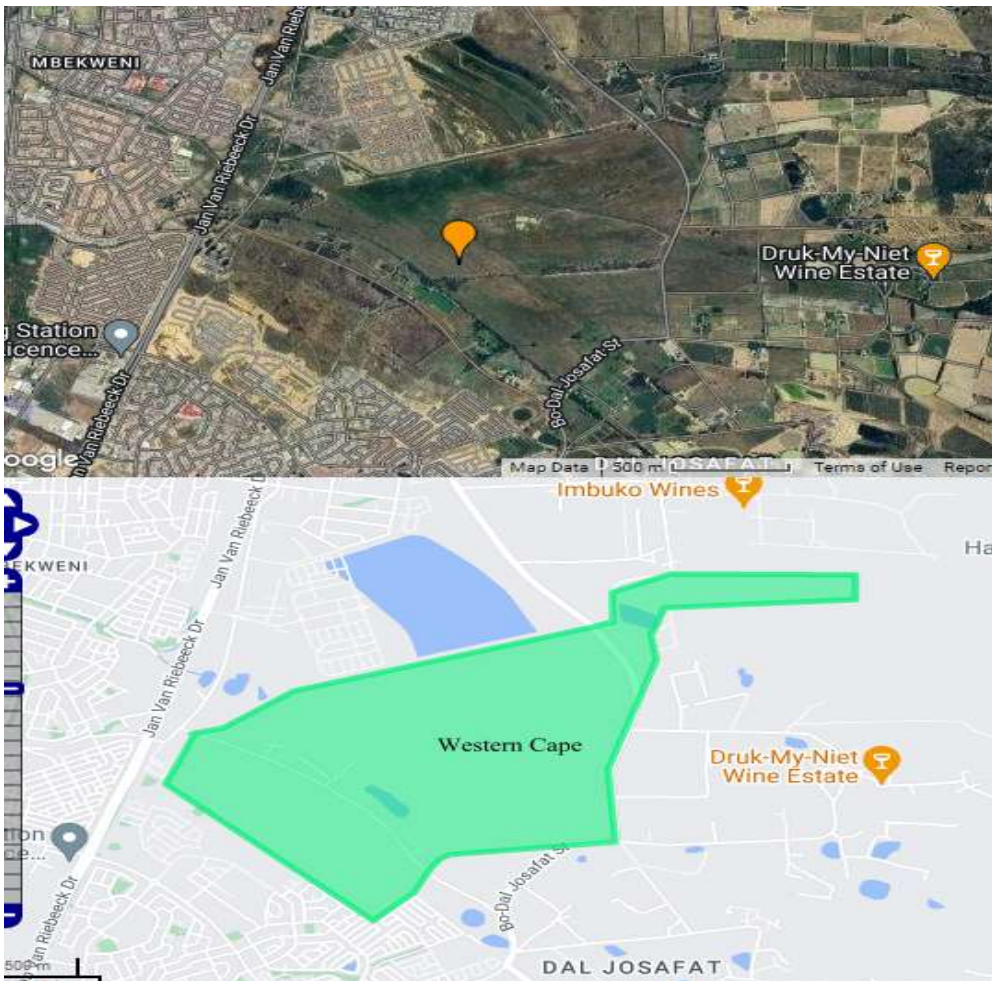
- Experience and qualifications in land surveying.
- Availability to complete the work within 1 week.

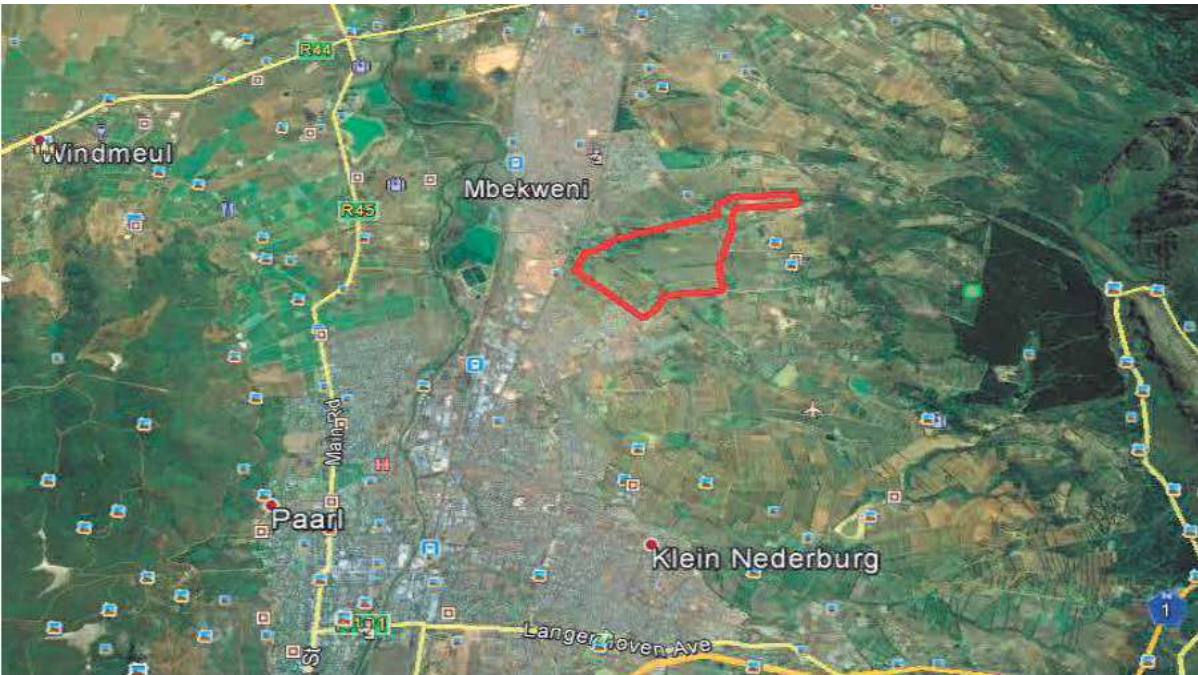
## 2.4

Summary of key facts

<b>Dal Josafat Farms</b>	
Deed Description:	Farm 1341, Paarl Registration Division, Western Cape
Physical Address:	Dal Josafat Farms, Paarl Registration Division, Western Cape
Extent of Subject Property:	232.5850 hectare (ha)
Owner:	South African Heritage Resources Agency (SAHRA)
Title Deed Number:	T13262/1986
Zoning:	Unknown
Gross Built Area	3 436m <sup>2</sup> – The buildings are rectangular shaped.

<p>Servitudes &amp; Title Deed Conditions:</p>	<p>Conditions relating to right of way and water pipelines, or supply has been identified. These are not regarded to be onerous.</p>
<p>Services &amp; Infrastructure:</p>	<p>The site has access to services such as water, sewerage, and electricity only extended to the gross built area on the site.</p>
<p>Heritage Grading</p>	<p>Declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. Current Grading – Grade 1 (National Heritage Site).</p>

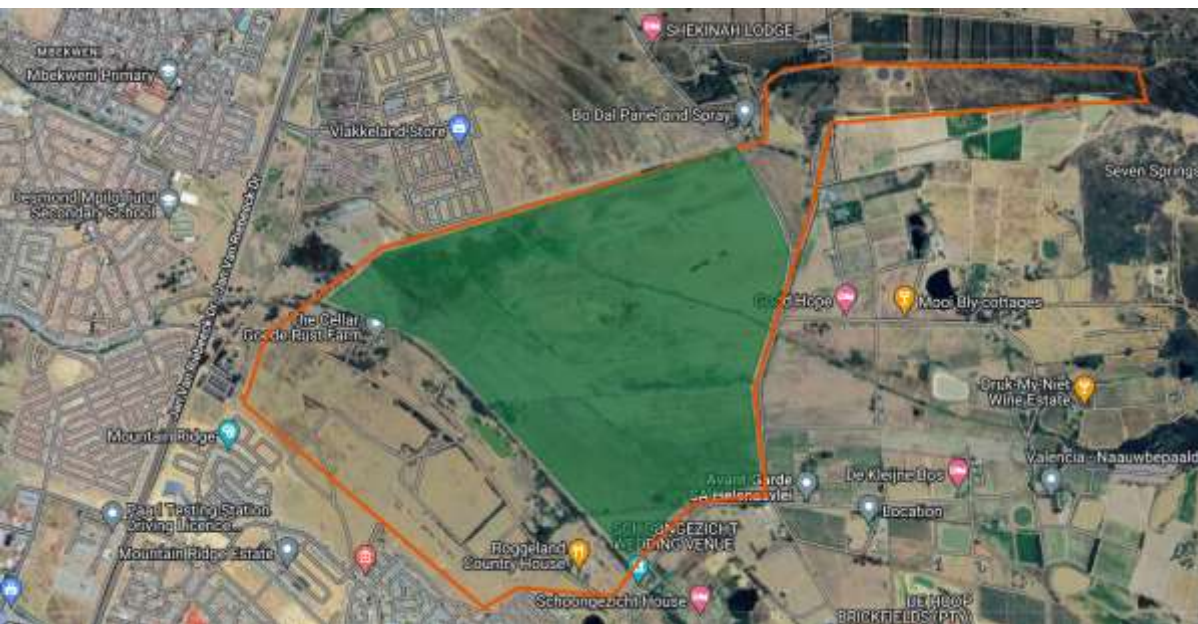




Map: Geographic Context

**Leased Premises:**

A portion of the property will be leased to Blue Pot Renewable Energies. The images below depict the leased premises and the approximate measurement of said leased premises.







- 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 the transaction 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 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.10 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.11 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.12 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.
- 4.13 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 4.14 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.
- 4.15 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 4.16 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.
- 4.17 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) Tax Compliance Status
  - c) SBD 3.1 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) Registration with National Treasury (CSD Report)



## 5. EVALUATION CRITERIA

5.1 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
<b>Price</b>	<b>80</b>
<b>Special Goals</b>	<b>20</b>
Black owned company	8
Women	4
Youth	5
Disability	3
<b>TOTAL</b>	<b>100</b>

### 5.2 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.

## 6. SUBMISSION OF QUOTATIONS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Management - **Bid No: SAHRA/BD/26/09/2023.**

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

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Bids can also be emailed to: **tenderinfo@sahra.org.za**

**It remains the onus of the service provider to ensure that their Quotation Offer reaches the SAHRA office no later than the closing date and time.**





**7. CLOSING DATE AND TIME: 09 October 2023 at 11:00  
NO LATE BIDS WILL BE ACCEPTED**

**8. For Supply Chain Management information, please contact:**

**Ms. Mandisa Tantsi**

Acting Senior Compliance Officer

111 Harrington Street

Cape Town

8000

Tel: 021 202 8665

Email: [mtantsi@sahra.org.za](mailto:mtantsi@sahra.org.za)

**For Technical information, please contact:**

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