



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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## **TERMS OF REFERENCE**

**SAHRA/FAC/01/09/2023**

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA)  
INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE  
PROVIDERS FOR THE SUPPLY, INSTALLATION AND MONITORING  
OF TRACKING DEVICES IN ALL SAHRA VEHICLES.



/FACEBOOK



@YOUTUBE



@LINKEDIN

WWW.SAHRA.ORG.ZA



01 SEPTEMBER 2023

## TERMS OF REFERENCE

### 1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites qualified and experienced service providers to submit quality proposals for the supply, installation and monitoring of tracking devices in all SAHRA vehicles.

### 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.
- 2.2 SAHRA is a statutory organisation established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.3 SAHRA has identified the need to install tracking devices in all its business vehicles to enhance safety of its drivers and enable location of vehicles in cases of theft.

### 3. SCOPE AND SERVICES REQUIRED

#### 3.1 **Service required for the installation of car trackers in SAHRA vehicles: The tracking device must have the following features and capabilities:**

- 3.1.1 A vehicle recovery tool for all five (5) SAHRA's official vehicles.
- 3.1.2 Hidden undetectable tracking devices.
- 3.1.3 Nation-wide recovery service.
- 3.1.4 Improved customer service.
- 3.1.5 Increased Effective and driver compliance.



### 3.2 Required features:

- 3.2.1 Fast real-time monitoring of the vehicles.
- 3.2.2 Detailed route histories for each vehicle.
- 3.2.3 Immediate email, phone call and SMS alerts of any suspicious incidents including battery disconnections/running low.
- 3.2.4 Ability to access a full online history of everywhere the fleet has been.
- 3.2.5 Average driving speed detection.
- 3.2.6 Manage vehicle misuse with Mileage Reports.
- 3.2.7 Jamming resist technology.
- 3.2.8 Highly successful recovery rate (state exact rate).
- 3.2.9 Fixed subscriptions for the contract period.
- 3.2.10 Hardware warranty.
- 3.2.11 Software and firmware upgrades.
- 3.2.12 Impact detection alert.
- 3.2.13 HI grade mapping system online.
- 3.2.14 User friendly accessible system online.
- 3.2.15 Find the nearest Fleet vehicle online.
- 3.2.16 Hard breaking.
- 3.2.17 Engine over-revving detection system.
- 3.2.18 Daily, weekly and monthly summary report on utilisation with incorporated graphic displays.

### 4. TERMS AND CONDITIONS OF BIDS

- 4.1 All costs and expenses incurred by the potential service providers relating to their project proposal 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 proposal or the cancellation of this project.
- 4.2 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 4.3 SAHRA may require responsive bidders to present and discuss their proposals in person.
- 4.4 SAHRA reserves the right not to make any appointment from the proposals submitted.



- 4.5 Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.6 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- 4.7 SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 4.8 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.9 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.
- 4.10 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.11 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.12 Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.13 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- 4.14 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 4.15 The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- 4.16 The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for entities, to whom the service provider has supplied the same service.



4.17 After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

## 5. RETURNABLE DOCUMENTS

- a) SBD 1 Invitation Bid
- b) 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

## 6. EVALUATION CRITERIA

6.1 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 bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid 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>

## 7. PRICE (VAT INCLUDED)

80 Points for price will be awarded with reference to the total fixed bid amount inclusive of VAT. The service provider with the lowest price shall score a maximum of 80 points.





## 8. SUBMISSION OF BIDS

Project bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/FAC/01/09/2023**

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

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

**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.**

## 9. CLOSING DATE AND TIME: 15 SEPTEMBER 2023 at 11:00

**NO LATE TENDERS WILL BE ACCEPTED**

## 10. FOR SUPPLY CHAIN MANAGEMENT INFORMATION, PLEASE CONTACT:

Ms. Mandisa Tantsi

Acting Senior SCM and Compliance Officer

The South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502 / 021 202 8665

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

**For technical information, please contact:**

Mr. Franklin Salies

Facilities Officer

The South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502 / 021 202 8631

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