



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/FAC/01/09/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES SERVICE PROVIDER TO PROVIDE SAHRA WITH ELECTRICAL AND MAINTENANCE HARDWARE SUPPLIES TO CARRY OUT BUILDING MAINTENANCE FOR ITS OFFICES BASED AT 111 HARRINGTON STREET AND 79 ROELAND STREET, CAPE TOWN AND THE SATELLITE OFFICES BASED IN PAARL AND MAKHANDA.

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites service providers to submit quotations for SAHRA with electrical and maintenance hardware supplies to carry out building maintenance for its offices based at 111 Harrington Street and 79 Roeland Street, Cape Town and the Satellite offices based in Paarl and Makhanda.

2. BACKGROUND

2.1 The South African Heritage Resource Agency (SAHRA) is an agency of the Department of Sports and Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resource.

2.2 On an annual basis SAHRA procures all necessary maintenance supplies to assist with minor repairs to the building and its equipment. This assist in getting the minor repairs promptly carried out without having to procure the service.

2.3 The facilities unit is also in need of the correct tools and equipment to carry out minor electrical and plumbing repairs to the building.

2.4 SAHRA needs the maintenance supplies to ensure that its buildings are well maintained therefore comply with the Building Regulations including Occupational Health and Safety Act. This will ensure that the environment is conducive for productive operational performance.

3. SCOPE OF THE SERVICE REQUIRED

- 50 x 3w led candle E14 cool white.
- 50 x 3w led candle E27 cool white.
- 50 x 3w led candle B22 cool white.
- 50 x GU 10 led downlight lamp.
- 100 x led bulbs B22 cool white.
- 30 x Halogen lamp 300w 118mm
- 30 x Halogen lamp 150w 78mm

- 40 x 1.2m T8-36w Fluorescent tubes (cool white)
- 30 x 1.5m T8 LED Fluorescent tubes
- 10 x T5 – 35W Fluorescent Tube (cool white)
- 30m 2.5mm Cabtyre 3 Core Cable
- 10 x 3 pin rubber plugs
- 10 x 3 pin Janus coupler (rubber)
- 5 x 4x4 double wall socket 16A
- 10 x Insulation Tape (black)
- 30 x PTFE tape
- 2 x Complete Toolbox sets with 90 Tools.
- 30 x MR-16 lamp holders.
- 50 x Downlight lamp MR-16 12v 50w
- 100 x led bulbs E27 cool white.

4. REQUIREMENTS TO BE INCLUDED IN THE SUBMISSIONS

To guarantee an objective and fair evaluation process, all proposals submitted must be in accordance with the format as described in the scope of work. Failure to provide all or any part of the requested information in the required format will result in a proposal being excluded from the evaluation process.

5. COMPANY/ORGANISATION PROFILE

The proposal must include a company/ organisational profile, comprising a description of your organisation, its primary business activity, Client, experience, management, Sub-Contractor profiles, etc., including at least three written references from companies whom they offer the same services to.

6. TERMS AND CONDITIONS OF RFQ

- 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 proposal 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 status PIN, issued by the South African Revenue Services and/or Central Supplier Database registration report must be submitted.
- 6.10 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 90 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 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 6.17 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. Returnable Documents

It is the conditions of this RFQ that, a quotation is submitted together with following complete forms.

- a) SBD 1 Invitation to BID
- b) Tax Compliance Status Pin
- c) SBD 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) SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- g) SBD 9 Certificate of Independent Bid Determination
- h) General Conditions of Contract
- i) Proof of Registration with National Treasury (CSD Report)



8. EVALUATION CRITERIA

a) 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 RFQ. Failure to meet any of the conditions of the tender will automatically disqualify your bid 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

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.

9. SUBMISSION OF OFFER

Bids 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.

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

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



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.

**10. CLOSING DATE: 28 November 2023 at 11:00.
NO LATE TENDERS WILL BE ACCEPTED**

**11. Queries must be directed in writing to:
For Supply Chain related enquiries, please contact:**

SCM Manager

Ms Yonela Somtsewu

The South African Heritage Resources Agency

111 Harrington Street

Cape Town 8000

Tel: 021 462 4502

Email: ysomtsewu@sahra.org.za

For technical information, please contact:

General Assistant: Site supervisor • Facilities

Mr Franklin Salies

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