



TERMS OF REFERENCE

**Project Number
SAHRA/PFU/DALJ/2023**

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED FARM PATROL SECURITY SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE RENDERING OF FARM PATROL AND RESPONSE SERVICES FOR A PERIOD OF 5 MONTHS ON THE DAL JOSAFAT FARM, IN PAARL, IN THE WESTERN CAPE.

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) invites a suitably qualified Farm Patrol security service providers to submit quotations for the rendering of Farm patrol and response services for a period of 5 months on the Dal Josafat Farm in Paarl, in the Western 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.
- 2.2 SAHRA owns and manages thirty-six properties of heritage significance around South Africa. The SAHRA properties have taken a prominent recognition on the organizational strategy as assets with potential to generate income towards supporting business operation and self- sustaining.
- 2.3 The Dal Josafat Farm is one of the properties owned by SAHRA and is based in Paarl. The property includes three (3) farmsteads, namely Roggeland, Non Pareille and Goede Rust which have been consolidated. The farms Goede Rust and Non Pareille were originally granted in 1690 and Roggeland in 1693. These farms were for centuries in the hands of the French Huguenots and their descendants.





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- 2.3 The Farm was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. It has a Grade I status (National Heritage Site) and is the only national heritage site owned by SAHRA.
- 2.4 The farms comprise of several houses which are leased to tenants.
- 2.5 A suitable service provider will be engaged in a service level agreement with the SAHRA commencing services on 01 February 2024 for a period of 5 months ending 30 June 2024.

3. PROPERTY DETAILS:

- 3.1 Name: Farm 1341 No 1341 Paarl RD
- 3.2 Extent of property: 232.5850 hectare (ha)
- 3.3 The Dal Josafat Farm is located approximately 8km northeast of the Paarl CBD. The area surrounding the property is made up of farms and low-cost residential developments in areas known as Groenheuwel and Mbekweni. The property borders the urban edge of Paarl.
- 3.4 The subject property is irregular in layout because of previous subdivisions and or consolidations. The farm measures 232.5850 ha and boasts a total of 19 buildings of which most are in a poor condition.
- 3.5 Access to the property can be gained from the Bo Dal Road, an unpaved road in a well- maintained condition. The access road is a low traffic route. The property is in moderate proximity to modern amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities all located in the nearby town of Paarl (some 8km away).



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- 3.6 The subject property slopes in a northerly direction towards the northerly Bo Dal Road, where after it again elevates in a northerly direction. Currently the Farm is covered with natural vegetation as no farming practices are undertaken. Areas surrounding the buildings offer maintained gardens. Overall, a level topography is present.
- 3.7 Dal Josafat Farm is an open access property with no physical access security barrier. Without access control measures such as a physical security fence this has subjected the property to escalating level of vandalism and damage to an extent that municipal electrical infrastructure on already vandalized and vacant homesteads such as on Non Pareille continue to be looted; the thatched cottages on the property are subjected to high risk of fire; and there is frequent trespassing, dumping, loitering and an occurrence of illegal squatting.
- 3.8 The number of SAHRA officials based at the Paarl office is not adequate to effectively monitor 232 ha property with open and uncontrolled access. As such there is a need to increase SAHRA's capacity to physically put in place some measure of controlling access to the property by way of physical perimeter patrol services.

4. SCOPE OF SERVICES

- 4.1 The Property identified for the rendering of vehicle stationed Farm patrol and respond services is Dal Josafat Farm, in Paarl, in the Western Cape.
- 4.2 The farm patrol is required for the full extent of the property including, but not limited to, the built heritage precinct.
- 4.3 Farm patrols for the full extent is required on a full-time 24-hour basis during the day and night, with a constant vigilance on security at particularly those areas that do not have sufficient lighting and visibility.





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- 4.4 A record of patrols done must be logged and submitted to SAHRA as part of the monthly reporting.
- 4.5 The service provider is to ensure that the risks as highlighted in 3.7 above is limited and managed accordingly.
- 4.6 The service provider is expected to resolve emergencies which include but not limited to removal of illegal squatters and/occupation, trespassers, vandals and related unauthorized activities from the property and aid in the security of staff and tenants.
- 4.7 The Security Company must possess the necessary equipment and tools to assist the security guard on duty to protect the property and self.
- 4.8 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 because of any accident and/or incident while on duty.
- 4.9 It is expected that the service provider provides due diligence and commitment to the security services applied. Professionalism is always expected. Security personnel must be qualified to retain and restrain situations and/or individuals caught on the property.
- 4.10 The service provider is to submit an invoice each month. All invoices must be accompanied by the monthly Incidence Report. Failure to submit the reports will result in payment not being affected.
- 4.11 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 proposed contract.





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- 4.12 It is important to note that the service provider will report to the SAHRA Site Supervisor and/or as instructed by SAHRA.
 - 4.13 It is strongly recommended that bidders visit the site to familiarize themselves with the conditions and location.
- 5. Please note that any services that anyone may propose to the property must be compliant with the National Heritage Resources Act No. 25 of 1999.**
- 6. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER**
- 6.1 The Final Offer inclusive of VAT.
 - 6.2 Proof of registration with the Security Officers Board.
 - 6.3 Company profile
 - 6.4 Track record of similar projects undertaken (provide full details including references with names and contact numbers)
 - 6.5 A quotation in respect of all your fees and charges/ disbursements (costs) must be submitted. The service provider must reflect a detailed account of the fees. An hourly rate (inclusive of VAT) must also be submitted for any extension of services which may be required.
 - 6.6 Proof of qualification.
 - 6.7 Proof of registration with the relevant professional bodies
 - 6.8 Submit a Methodology on how the work will be undertaken and completed.
- 7. TERMS AND CONDITIONS OF TENDERING**
- 7.1 All costs and expenses incurred by potential service providers relating to their submission of the tender 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 or the cancellation of this project.



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- 7.2 While SAHRA endeavors to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 7.3 SAHRA reserves the right to waive deficiencies in project proposals/quotations. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal/quotation will be solely within the discretion of SAHRA.
- 7.4 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/quotations.
- 7.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 7.6 Service providers shall not make available or disclose details pertaining to the tender/quotation with anyone not specifically involved, unless authorized to do so by SAHRA.
- 7.7 Service providers shall not issue any press release or other public announcement pertaining to details of their tender/quotation without the prior written approval of SAHRA.
- 7.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender/quotation is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal and/or tender/quotation where such a conflict of interest exists or where such potential conflict of interest may arise.



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- 7.9 A valid Tax PIN, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered. (See attached application form for Tax Clearance Certificate)
- 7.10 All project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 7.11 The tender should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 7.12 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 7.13 It is expected of service providers to familiarize themselves with the property before submitting their tender offer.
- 7.14 SAHRA reserves the right not to accept any proposal and/or tender which does not comply with the TERMS OF REFERENCE and conditions set out in the tender documents.
- 7.15 Please note that SAHRA will view every proposal and/or tender against the spirit and purpose of the National Heritage Resources Act No 25 of 1999.
- 7.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 7.17 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.



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7.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.

7.19 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 may result in your proposal being excluded from the evaluation process.

7.20 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.

7.21 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid Documents:

- SBD 1 Invitation Bid.
- SBD 2 Tax Compliance.
- SBD 3.3 Pricing Schedule.
- SBD 4 Declaration of Interests form.
- SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- Contract Form – Rendering of Services.
- SBD 8 Declaration of Bidders SCM practices.
- SBD 9 Declaration of independent bid determination.
- General Conditions of Contract
- Central Supplier Database Report (CSD)

f) (PLEASE INITIAL EACH PAGE, AS PROOF THAT THE BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT).

NB: Failure to submit original completed returnable forms as mentioned above may disqualify your quotation. Please ensure that you submit Tax clearance PIN.





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

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 / tender. Failure to meet any of the conditions of the proposal / tender will automatically disqualify your proposal/ Tender on this phase.
- **Phase two:** Functionality criteria (Obtaining the minimum threshold for functionality as set out below)





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No.	Quality Criteria	Weight
1	<p>The number of years of experience as a farm patrol security service provider:</p> <p>10 or more years = 5 7-9 years = 4 4-6 years = 3 1-3 years = 2 Less than 1 year = 1</p> <p>The service provider must submit proof of number of years in farm patrol security services by submitting the details of the contracts with contactable references.</p>	50
2	<p>Number of farm patrol services the service provider successfully services:</p> <p>10 or more farm patrols = 5 7 – 9 farm patrols = 4 6 – 8 farm patrols = 3 3 – 5 farm patrols = 2 1 – 2 farm patrols = 1</p> <p>The service provider must provide the number of references from the clients for the number of points claimed for farm patrol services contracted</p>	50
TOTAL		100

NB: Upon request by SAHRA, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected.

A bidder must obtain a minimum of 60 points on the functionality phase to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.





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- **Phase Three** : 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 a maximum of 80 points.

10. COMPULSORY BRIEFING SESSION

Venue: The Dal Josafat Farm – Paarl, Western Cape

Date and Time : Tuesday, 28th November 2023 at 11:00 am



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10. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of:

Supply Chain Management

Project Number: SAHRA/PFU/DALJ/2023

Project Name: Appointment of a suitably qualified security farm patrol service provider to render full- time 24-hour patrol and response services at Dal Josafat Farm, in Paarl, in the Western Cape.

Quotations must be placed in the Tender Box located at:

SAHRA Head office

111, Harrington Street, Cape Town,8001

Tel: 021 462 4502

It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

11. CLOSING DATE AND TIME

**Closing Date: Monday, 04 December 11h00am – No late Tenders will be accepted.
For any further information please send your request in writing to:**

Ms. Yonela Somtsewu

Supply Chain Manager

Email: ysomtsewu@sahra.org.za

