



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

SAHRA/FAC/02/11/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA)
INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE
PROVIDERS FOR THE MOVEMENT, STORAGE AND PLACEMENT OF
THE SAHRA PRETORIA OFFICE FURNITURE AND RELATED ASSETS
FOR A PERIOD OF TWO MONTHS, IN PRETORIA, GAUTENG
PROVINCE.



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23 NOVEMBER 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 movement, storage and placement of the SAHRA Pretoria office furniture and related assets for a period of two months, in Pretoria, Gauteng province.

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's Head Office is based in Cape Town, and has satellite offices based in Paarl, in the Western Cape, an office in Makhanda, in the Eastern Cape and a Pretoria Office, in the Gauteng Province.
- 2.4 SAHRA's office accommodation lease is expiring, and the movement and storage of all the furniture and assets in the existing office is required upon vacating the premises. The Pretoria office is currently situated at the Sancardia Mall, 01st Floor, Arcadia, in Pretoria.



3. SCOPE AND SERVICES REQUIRED

- 3.1 The property identified where the furniture and assets are located is referred to as the “Pretoria Satellite Office” and is situated in Suncardia Mall, 541 Madiba Street, Arcadia, in Pretoria.
- 3.2 The movement, storage and placement of SAHRA's office furniture and assets includes but may not be limited to.
- 3.2.1 Removal of all identified furniture and assets from the existing office.
- 3.2.2 Transportation to a secure and reliable storage facility in Pretoria for a period of two months.
- 3.2.3 Movement and transportation of the furniture and assets to the new office premises that SAHRA will occupy in Pretoria.
- 3.2.4 The service provider will assist with assembling the furniture and the placement of all assets on their designated areas which will be identified.
- 3.3 The distance between Suncardia Mall, 541 Madiba Street, Arcadia, in Pretoria and the storage location is within a 60-kilometre radius.
- 3.4 Below is a detailed list of the office furniture and assets that need to be placed into storage.

No.	DESCRIPTION	CLASSIFICATION
1	CANON PS G16EQP0376	Plant & Equipment
2	46 FHD LCD SCREENEQP0341	Plant & Equipment
3	JUNO SB HANDHELD GPSEQP0268	Plant & Equipment
4	Oil heaterEQP0319	Plant & Equipment
5	1 X DELONGHI 12 FIN OIL HEATEREQP0338	Plant & Equipment
6	1 X DELONGHI 12 FIN OIL HEATEREQP0339	Plant & Equipment
7	Binding MachineEQP0379	Plant & Equipment
8	Saeco Aulika Evo Top Coffee Machine	Plant & Equipment
9	Rexel RPS812 Shredders	Plant & Equipment
10	1x Steel Filing CabinetFFT0946	Furniture & Fixtures



No.	DESCRIPTION	CLASSIFICATION
11	1x Steel Filing Cabinet with 4x drawersFFT0958	Furniture & Fixtures
12	1x Steel Filing Cabinet with 4x drawersFFT0959	Furniture & Fixtures
13	1x Steel Filing Cabinet with 4x drawersFFT0960	Furniture & Fixtures
14	1x Steel Filing Cabinet with 4x drawersFFT0961	Furniture & Fixtures
15	1x Steel Filing Cabinet with 4x drawersFFT0962	Furniture & Fixtures
16	1x Steel Filing Cabinet with 4x drawersFFT0963	Furniture & Fixtures
17	1XBrown Leather visitors' chairsFFT0072	Furniture & Fixtures
18	Oak Cupboard with 2xdoorsFFT0083	Furniture & Fixtures
19	1XBrown Leather visitors' chairsFFT0931	Furniture & Fixtures
20	Maroon Higback chairFFT1434	Furniture & Fixtures
21	Oak finish DeskFFT0089	Furniture & Fixtures
22	Brown wooden CredenzaFFT0091	Furniture & Fixtures
23	1x Brown Leather visitors' chairsFFT0095	Furniture & Fixtures
24	Oak finish BookshelfFFT0096	Furniture & Fixtures
25	Oak deskFFT0098	Furniture & Fixtures
26	Black Leather Highback chairFFT0100	Furniture & Fixtures
27	1x Oak finish DesksFFT0103	Furniture & Fixtures
28	Black Leather Highback chairFFT0106	Furniture & Fixtures
29	1x Steel Filing Cabinet with 4x drawersFFT0117	Furniture & Fixtures
30	1 x VISITORS CHAIRS (BLACK LEATHER)FFT0123	Furniture & Fixtures
31	Black Highback leather chairFFT0526	Furniture & Fixtures
32	1 X Black couchFFT0527	Furniture & Fixtures
33	1x Steel Filing CabinetFFT0528	Furniture & Fixtures
34	Oak Finish main desk with 4 drawersFFT0530	Furniture & Fixtures
35	Oak finish CredenzaFFT0532	Furniture & Fixtures
36	1x Black high back leather visitors chairsFFT0533	Furniture & Fixtures
37	Highback black leather chairFFT0534	Furniture & Fixtures
38	Oak Finish main desk with 4 drawersFFT0539	Furniture & Fixtures
39	1 X MONTEGO LEATHER BLACK CHAIRSFFT0621	Furniture & Fixtures
40	Filing cabinet - woodFFT0845	Furniture & Fixtures
41	2 Door Filing cabinetFFT0846	Furniture & Fixtures
42	Boardroom table - 1 piecFFT0849	Furniture & Fixtures
43	Boardroom table - 1 piecFFT0850	Furniture & Fixtures
44	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
45	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
46	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
47	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
48	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
49	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
50	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
51	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
52	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
53	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures



No.	DESCRIPTION	CLASSIFICATION
54	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
55	Leather ChairFFT0872	Furniture & Fixtures
56	Leather chairFFT0873	Furniture & Fixtures
57	1x Brown Leather visitors' chairsFFT0964	Furniture & Fixtures
58	1x Steel Filing CabinetFFT0969	Furniture & Fixtures
59	1x Steel Filing Cabinet with 4x drawersFFT0970	Furniture & Fixtures
60	1x Steel Filing Cabinet with 4x drawersFFT0971	Furniture & Fixtures
61	1x Steel Filing Cabinet with 4x drawersFFT0972	Furniture & Fixtures
62	1x Steel Filing Cabinet with 4x drawersFFT0973	Furniture & Fixtures
63	13x Steel Filing Cabinet with 4x drawersFFT0974	Furniture & Fixtures
64	1x Steel Filing Cabinet with 4x drawersFFT0975	Furniture & Fixtures
65	1x Steel Filing Cabinet with 4x drawersFFT0976	Furniture & Fixtures
66	1x Steel Filing Cabinet with 4x drawersFFT0977	Furniture & Fixtures
67	1x Steel Filing Cabinet with 4x drawersFFT0978	Furniture & Fixtures
68	1x Black high back leather visitors chairsFFT1178	Furniture & Fixtures
69	1 X MONTEGO LEATHER BLACK CHAIRSFFT1231	Furniture & Fixtures
70	1 X MONTEGO LEATHER BLACK CHAIRSFFT1232	Furniture & Fixtures
71	1 X MONTEGO LEATHER BLACK CHAIRSFFT1233	Furniture & Fixtures
72	1 X MONTEGO LEATHER BLACK CHAIRSFFT1234	Furniture & Fixtures
73	1 X MONTEGO LEATHER BLACK CHAIRSFFT1235	Furniture & Fixtures
74	1 X MONTEGO LEATHER BLACK CHAIRSFFT1236	Furniture & Fixtures
75	1 X MONTEGO LEATHER BLACK CHAIRSFFT1238	Furniture & Fixtures
76	1 X MONTEGO LEATHER BLACK CHAIRSFFT1239	Furniture & Fixtures
77	1 X MONTEGO LEATHER BLACK CHAIRSFFT1240	Furniture & Fixtures
78	1x Steel Filing CabinetFFT1253	Furniture & Fixtures
79	1 X Black couchFFT1258	Furniture & Fixtures
80	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
81	1 x Highback Black Leather Chair (16 chairs in bd room)FFT08	Furniture & Fixtures
82	Sumsung MicrowaveFFT0749	Furniture & Fixtures
83	KIC FridgeFFT0877	Furniture & Fixtures
84	2 Door Windsor Chery Credenza	Furniture & Fixtures
85	2 Door Windsor Chery Credenza	Furniture & Fixtures
86	2 Door Windsor Chery Credenza	Furniture & Fixtures
87	2 Door Windsor Chery Credenza	Furniture & Fixtures
88	2 Door Windsor Chery Credenza	Furniture & Fixtures
89	2 Door Windsor Chery Credenza	Furniture & Fixtures
90	2 Door Windsor Chery Credenza	Furniture & Fixtures
91	2 Door Windsor Chery Credenza	Furniture & Fixtures
92	4 Way Cluster Windso Cherry	Furniture & Fixtures
93	4 Way Cluster Windso Cherry	Furniture & Fixtures
94	4 Way Cluster Windso Cherry	Furniture & Fixtures
95	4 Way Cluster Windso Cherry	Furniture & Fixtures
96	4 Way Cluster Windso Cherry	Furniture & Fixtures



No.	DESCRIPTION	CLASSIFICATION
97	4 Way Cluster Windso Cherry	Furniture & Fixtures
98	4 Way Cluster Windso Cherry	Furniture & Fixtures
99	4 Way Cluster Windso Cherry	Furniture & Fixtures
100	Aluminium Deskscreen	Furniture & Fixtures
101	Aluminium Deskscreen	Furniture & Fixtures
102	Aluminium Deskscreen	Furniture & Fixtures
103	Aluminium Deskscreen	Furniture & Fixtures
104	Aluminium Deskscreen	Furniture & Fixtures
105	Aluminium Deskscreen	Furniture & Fixtures
106	Aluminium Deskscreen	Furniture & Fixtures
107	Aluminium Deskscreen	Furniture & Fixtures
108	Impact 4 Tier Bookcase	Furniture & Fixtures
109	Impact 4 Tier Bookcase	Furniture & Fixtures
110	Impact Cupboard Windsor Cherry	Furniture & Fixtures
111	Impact Cupboard Windsor Cherry	Furniture & Fixtures
112	Impact Scupboard Windsor Cherry	Furniture & Fixtures
113	Reception Desk Windsor Cherry	Furniture & Fixtures
114	Sabina Double Seater Coach	Furniture & Fixtures
115	Sabina Single Seater Coach	Furniture & Fixtures
116	Mobile TV Stand	Furniture & Fixtures
117	Mobile TV Stand	Furniture & Fixtures
118	+ - 300 Library Books (will be placed into boxes)	Library

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 or similar 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 7.2 Contract Form (Rendering Services)
- 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

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
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

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/02/11/2023**

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 Tender Offer reaches the SAHRA office no later than the closing date and time.

9. CLOSING DATE AND TIME: 11 DECEMBER 2023 at 11:00 AM.

NO LATE TENDERS WILL BE ACCEPTED

10. FOR SUPPLY CHAIN MANAGEMENT INFORMATION, PLEASE CONTACT:

Ms. Yonela Somtsewu

SCM Manager

The South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502 / 021 202 8665

Email: ysomtsewu@sahra.org.za

For technical information, please contact:

Ms. Esther Sefolo

Pretoria Satellite Office Facilities Administrator

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