



**SOUTH AFRICAN HERITAGE RESOURCES  
AGENCY**

**TERMS OF REFERENCE  
SAHRA/PFU/SFC/01/2024**

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE ELECTRICAL AND PLUMBING REPAIRS TO THE STRUISBAAI FISHERMEN COTTAGES IN STRUISBAAI, IN THE WESTERN CAPE.**



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### 1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for the electrical and plumbing repairs to the Struisbaai Fishermen Cottages in Struisbaai, 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. It is a statutory entity established under the National heritage Resources Act, Act No. 25 of 1999. SAHRA's role is to coordinate the identification and management of the national estate. The national estate encompasses heritage resources of cultural significance for the present community and future generations.
- 2.2 SAHRA owns and manages thirty-six properties of heritage significance in South Africa. One of the properties SAHRA owns is the Struisbaai Fishermen Cottages in Struisbaai, in the Western Cape.
- 2.3 The property consists of nine Fishermen's Cottages which are worthy of preservation in view of various architectural and historical considerations and were declared a National Monument on 10 April 1981 by Government Notice No. 770 as published in Government Gazette 7541. It is graded as a Grade II (PHS).



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### 3. PROPERTY BACKGROUND

- 3.1 Struisbaai is situated approximately 230 km east of the Cape Town CBD. It is a small rural and holiday destination. The town is situated in the Cape Agulhas Municipality that includes the Towns of Bredasdorp, Napier, Arniston, L`Agulhas and Suiderstrand.
- 3.2 The subject properties are located on the corner of Main Road and Argonauta Avenue on the northern border of Struisbaai as you enter the town.
- 3.3 Access to the subject property can be gained from Main Road via small dirt roads. Access is a problem with some of the dirt roads in a poor condition and better suited for off-road vehicles. The subject property is close to all amenities such as shopping facilities, restaurants and harbour, all located in and around the immediate CBD.
- 3.4 The subject properties were donated to SAHRA for the preservation thereof and is worthy of preservation in view of various architectural and historical consideration.
- 3.5 Deed Description and Extent of Property:  
Erf 1400 Struisbaai – 8990m<sup>2</sup>  
Erf 1401 Struisbaai – 8053m<sup>2</sup>

### 4. CONSTRUCTION MATERIAL AND FINISHES OF COTTAGES

Roof	Corrugated, thatch and asbestos sheets.
Superstructure	Stone / Brick with mud plaster & paint
Window frames	Timber window frames fitted with clear/frosted glass panes
Floor covering	Vinyl & ceramic tiles
Ceilings	Oak beams



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**5. SCOPE OF SERVICES**

- 5.1 The property identified for electrical and plumbing repairs is referred to as the Struisbaai Fishermen Cottages in Struisbaai, Western Cape. The area of work is as identified by the client.
- 5.2 The pricing schedule is attached. Refer to **Annexure A**.
- 5.3 The prices and rates to be inserted in the pricing schedule are to be the full inclusive prices for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out. All pricing for the project must be completed on the pricing schedule. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.
- 5.4 The service provider must submit an invoice for work done to completion. The invoice must be submitted with a completion report.

Failure to submit the report may result in payment not being processed.



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### 6. TERMS AND CONDITIONS OF BIDS

- 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 Tender Offer or the Cancellation of this project.
- 6.2 While SAHRA endeavors 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 bids. The decision as to whether a deficiency will be waived or will require the rejection of a bid 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 bids.
- 6.5 SAHRA reserves the right not to make any appointment from the bids submitted.
- 6.6 Service providers shall not make available or disclose details pertaining to their bid 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 bid 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 bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 6.9 A valid original Tax Compliance PIN, issued by the South African Revenue Services, must be submitted and CSD Registration report.
- 6.10 Any and all bids shall become the property of SAHRA and will not be returned.





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- 6.11 The bids 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 bid gives rise to no contractual obligations on the part of SAHRA.
- 6.13 SAHRA reserves the right not to accept any bid 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 bid 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 The Bid offers, and bids should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- 6.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's bid.
- 6.18 The "Requirements for content of the Bids" section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.
- 6.19 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.
- 6.20 **The proposal must include a company profile, comprising a description of the organization of the bidder, its primary business activity, experience including at least three (3) references from entities to whom the service provider has supplied the same/similar service.**





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## **7. RETURNABLE DOCUMENTS**

- a) SBD 1 Invitation to BID
- b) SBD 2 Tax Clearance Compliance form
- c) SBD 3.3 Pricing Schedule
- d) SBD 4 Declaration of Interests form
- e) SBD 6.1 Preference points claim form (valid BBEE certificate must be submitted together with this completed document.
- f) SBD 7.2 Contract Form (Rendering Services)
- g) SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- h) SBD 9 Certificate of Independent Bid Determination
- i) General Conditions of Contract

**Service providers must be registered with the CIDB. Service providers with a minimum 1 EB qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted.**

**NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation.**

## **8. EVALUATION CRITERIA**

- 8.1 All bid offers received shall be evaluated based on the following phase out approach:
- a) **Phase One:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.





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b) **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
<b>TOTAL</b>	<b>100</b>

**9. SUBMISSION OF OFFER**

Tender Offers 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

**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.**

Bids can also be emailed to: [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za)

**10. CLOSING DATE**

18 January 2024 at 11h00 am.







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**11. 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 8664  
Email: [ysomtsewu@sahra.org.za](mailto:ysomtsewu@sahra.org.za)

**FOR TECHNICAL INFORMATION, PLEASE CONTACT:**

Ms. Zaida Allie  
Properties Manager  
The South African Heritage Resources Agency  
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8000  
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Email: [zallie@sahra.org.za](mailto:zallie@sahra.org.za)