SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/HO/05/12/2023

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED MOVING AND STORAGE SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE MOVEMENT AND STORAGE OF SENSITIVE ARTEFACTS, ARTWORK, HISTORICAL ARCHIVES, BOOKS AND OTHER MOVEABLE ASSETS.

+27 21 462 4502
info@sahra.org.za
111 Harrington Street
Cape Town

Indicate which service/s you are submitting your bid for by ticking the box provided. (Bidder(s) / Tenderers can participate in one or more discipline on the Panel or select those that they are interested in and will be evaluated on what they select).

Number	Services	✓
1	Moving & Storage Specialist	

Name of Tenderer:	
Total Amount Tendered (INCL. VAT):	
Total Amount Tendered (In Words): **(Incl. VAT)**	

BID OFFER MUST BE COMPLETED ON SBD 3 FORM OF OFFER

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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced storage and moving specialists for the packing, movement and storage of heritage artifacts, artworks, historical archives, library books and furniture for the duration of the execution of the Acquisition and Upgrade of the SAHRA Head Office Accommodation in Cape Town, 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 The SAHRA Head Office is located at 111 Harrington Street, Cape Town, in the Western Cape. It is currently occupied by 60 staff members, with the balance of 25 staff members occupying a leased building adjacent to the SAHRA Head Office.

3. PROPERTY AND HISTORICAL BACKGROUND

3.1 The subject property comprises two distinct buildings, namely the Granite Lodge and the adjacent building which was the extension. The buildings are of historical significance and have been refurbished to offer office accommodation.

The Granite Lodge was built in c. 1834 and is a predominantly Georgian granite-fronted house, which was built for Anthony Oliphant, the first Attorney-General of the Cape Colony. This house was subsequently occupied by the artist and tobacconist, Otto Landsberg from 1845 to 1865. Following which, Mary Arthur purchased the house, and it was used as the St George's Orphanage for Girls.

The adjacent building was constructed as an extension to the orphanage, and it was designed in 1917 by the architects Parker and Forsyth. The buildings were renovated, and what is referred to as the Parker building, was extended in 1993 for the predecessor of SAHRA, the National Monuments Council.

3.2 The two buildings have been linked internally, therefore offering easy access between the different areas. The external façade of the buildings noted the two different styles. Although the buildings are old, they have been refurbished to offer good quality office accommodation.

3.3 Declared a national monument by Government Notice No. 2157, as published in Government Gazette 12814 of 2 November 1990. Current grading: Grade II (PHS).

4. PROPERTY INFORMATION

Deed description of property: Erf 147880, Cape Town, City of Cape Town

Registered owner: South African Heritage Resources Agency

Extent of subject property: 1 505m²
Title Deed Number: T15765/1991
Zoning: Mixed Use 3
Coverage: 100%

Height: Maximum height above base level to top of roof: 38.0m
Street Centreline Setback: Council may require a street centreline setback, in which case:
(i) all buildings or structures on the land unit shall be set back 8m from the centre line of the abutting public street or streets; and
(ii) the provisions of section 18.2 shall apply.

Building Lines: Street building line and common building line
Points on a building above base level
up to 10,0m: 0,0 m
over 10,0 m and up to 25,0 m: 0,0 mover 25,0 m and up to 38,0 m: (H minus 25,0m) divided by 2

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Parking ratio: Offices: 4 bays per 100m² GLA

5. LOCATION AND SITUATION

5.1 The subject property is situated on the corners of Harrington, Roeland and Canterbury Streets in Zonnebloem.

5.2 The main pedestrian entrance is located on Harrington Streets, with the subject property forming 109 and 111 Harrington Street. The vehicular entrance is located on Canterbury Street and this allows access to the rear parking area.

Figure 1:Locality map: Erf 147880, 109-111 Harrington Street, SAHRA office

5.3 The proposed move will require the service provider to move items from the current head office at 111 Harrington Street to a commercial storage facility as well as the temporary office at 79 Roeland Street. See locality plan below.

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Figure 2: Locality map showing the distance between 79 Roeland Street and the current SAHRA Head Office

Furthermore, the service provider will also be required to move items from SAHRA's Paarl Facility to their commercial storage facility. See map below showing the location of the Paarl Facility relative to the existing SAHRA Head Office.

Paarl Facility Adress:
Onderdal Skool
Roggeland Road
Dal Josafat
Paarl

+27 21 462 4502
info@sahra.org.za
111 Harrington Street
Cape Town

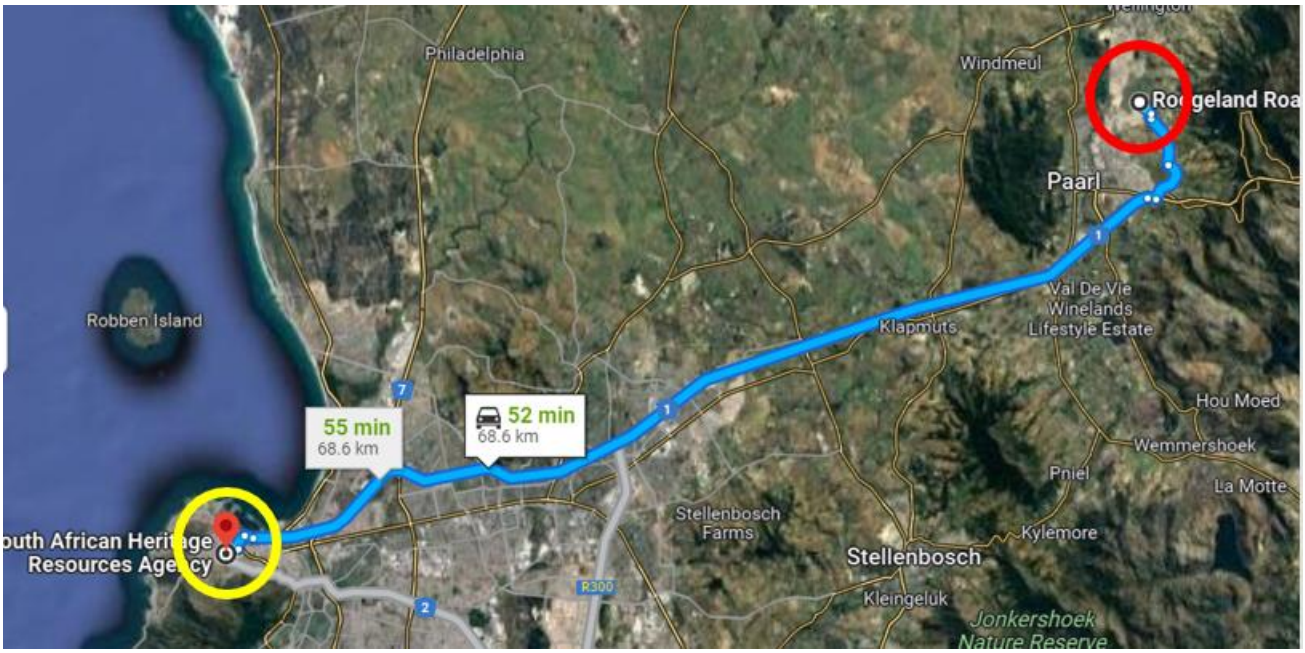

Figure 3: Locality map showing the distance between the Paarl facility and the current SAHRA Head Office

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6. COMPULSORY BRIEFING MEETING

6.1 A **compulsory briefing meeting** will be held. This compulsory briefing meeting will afford each interested service provider the opportunity to be fully aware of, and understand, what is required of them in the procurement processes and in the execution of the contract. Furthermore, during the briefing meeting, the interested parties shall inspect the items identified for storage to assist with their pricing for movement and storage.

Compulsory Briefing Date: Tuesday, 6 February 2024 at 11am

Location:

SAHRA Head Office

111 Harrington Street

Cape Town

Contact Person: Kindly direct all queries to **Ms Yonela Somtsewu (ysomtsewu@sahra.org.za).**

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7. SCOPE OF SERVICES

7.1 The service providers responsibilities shall include but not be limited to, the following:

- Creating an inventory list of all items to be stored.
- Packing and packaging all identified items for storage.
- Developing a referencing and verification system to track and manage all items' whereabouts at any given stage of the contract.
- Transporting all items to the vendor's storage facility, including but not limited to;
    - Moving all items from the current SAHRA facility to an adequate storage facility.
    - Storing items in an organized structure whilst also allowing SAHRA access to records upon request.
    - Verification that all items have been stored.

- Moving designated furniture and library books to the temporary office in 79 Roeland Street.
- Storing of items for the duration of approximately 29 months at the storage facility(s).
    - Start date March 2024
    - End date July 2026.
- Allowing access to certain stored items upon request on a weekly basis, as well as providing a resource to facilitate this process.
- Moving all items back to the new facility, in July 2026. Including, but not limited to;
    - Moving all items from storage to the new Head Office.
    - Unboxing all items and placing it in the correct filing structure within the archives and allocated rooms.
    - Verification that all items have been returned to the new Head Office.

7.2 The following item categorization has been proposed:

CATEGORY A

Fragile items which are sensitive to breakage and need to be handled and stored with care.

- **Heritage Furniture**
- **Artwork**
- **Artefacts**: Textiles and Antique fabrics, Musical Instruments, Photographs, Fossils, Rare Books.

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CATEGORY B

Fragile items which are sensitive to breakage and need to be handled and stored with care. Category B items must be accessible (weekly at the request of SAHRA) during the storage period.

- **Archival Material** Documents: Historical Records, Institutional Records, Photographs and Images, Audiovisual Materials, Maps and Architectural Drawings, Newspapers and Periodicals, Digital Records, Manuscripts, Legal and Court Records, Personal Collections, etc.

CATEGORY C

- Library books to be moved to 79 on Roeland.
- Library books to be moved to storage.

CATEGORY D

Items for storage that do not need to be accessible during the storage period.

- **Physical Office Documents**: Letters, Memos, Reports, Forms, Invoices and Receipts, Agendas and Meeting Minutes, Contracts and Agreements, Brochures and Marketing Materials, Policy Documents, Organizational Charts, Resumes, HR Documents, Training Materials. Office Furniture and 79 Roeland Office Equipment

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7.3 The following move and storage matrix has been proposed:

ITEMS	STORAGE FACILITY	79 ROELANDSTREET	ESTIMATED SPATIAL REQUIREMENTS
CATEGORY A			**60m^3**
Heritage Furniture	**X**		**40m^3**
Artwork	**X**		**10m^3**
Artefacts	**X**		**10m^3**
CATEGORY B (From 111 Harrington & Paarl) *To be accessible on request by SAHRA			**150m^3**
Archive Documents	**X**		**150m^3**
CATEGORY C			**90m^3**
Library books	**X**		**60m^3**
Library books		**X**	**30m^3**
CATEGORY D			**180m^3**
Physical Office Documents	**X**	**X**	**30m^3**
Office Furniture	**X**	**X**	**90m^3**
Office Equipment	**X**	**X**	**60 m^3**

*Please note that the Estimated Spatial Requirements are indicative only. It remains the responsibility of the service provider to verify the actual spatial requirements and quantities for pricing at the compulsory tender briefing.

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8. INSURANCES & LIABILITY

8.1 The service provider shall provide proof of insurance cover to the value of R 20 000 000 (Twenty Million Rand) for all inventory during transportation and storage for the duration of the contract. This is a **compulsory requirement**. Failure to do so will render the bid non-responsive.

8.2 In the event of loss of, or damage to, any items - the service provider shall be held liable.

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9. TERMS AND CONDITIONS OF PROPOSALS

9.1 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.

9.2 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, this includes but is not limited to the description of objects and documents to be moved.

9.3 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.

9.4 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.

9.5 SAHRA reserves the right not to make any appointment from the proposals submitted.

9.6 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.

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9.7 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.

9.8 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.

9.9 A valid Tax Compliance PIN and/or CSD Registration Report, must be submitted, failing which the relevant service provider's proposal shall not be considered.

9.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.

9.11 The proposals should be valid and open for acceptance by SAHRA for a period of 90days from the date of submission.

9.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.

9.13 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.

9.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.

9.15 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.

9.16 The Bid offers, and proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.

9.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.

9.18 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 will result in your proposal being excluded from the evaluation process.

9.19 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.

9.20 All rates quoted shall remain firm for the full period of the contract.

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9.21 Bidders will only be considered responsive if they are able to commence with the project within 15 days after acceptance of the bid. This must be stated by the bidder in SBD 3.3 section 6.

9.22 Bidders shall be allowed to sub-contract a maximum of 1 discipline to other experienced and accredited firms ie:

- A **Moving Specialist** company bidding for the contract may sub-contract the storage portion of works to a storage specialist company(ies), or
- A **Storage Specialist** company bidding for the contract may sub-contract the transportation of goods portion of works to a moving specialist company(ies).

Only the discipline(s) deemed as normal operations of the bidding entity shall count towards the functionality scorecard.

9.23 It is the conditions of this RFQ that, a quotation is submitted together with the following mandatory requirements;

a) SBD 1 Invitation Bid

b) Pricing Schedule

c) SBD 3.3 (**Only fill in section 2 and 6**)

d) SBD 4 Declaration of Interests form

e) SBD 6.1 Preference points claim form (PPR 2022). A valid BBBEE certificate/ sworn affidavit must besubmitted 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) Attendance of compulsory briefing session. Proof of attendance will be verified by the briefing session register.

i) Company Experience Table – See **Form A**

j) Tax Compliance Status PIN

NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your bid.

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

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10. EVALUATION CRITERIA

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:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below):

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

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Table F1 & F2. Move & Storage Specialist Requirements

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of 60 **points** on the functional stage shall not be considered further in the evaluation.

The requirements of each element must be met for further evaluation and are as follows:
Note that moving companies will be evaluated solely on Table F1 and storage companies on Table F2. Should a company have both moving and storage as service offerings, they need only to put forward one discipline for functional evaluation. Further, should either of the companies be subcontracted, proof of the subcontracted entity's registration must be provided.

Table F1 – Moving Company Evaluation

F1.	**Move & Storage Specialist Experience**	**Low**	**Medium**	**Maximum Requirements**
F1.1	Proof that the **Tendering entity** has moved sensitive artwork and/or archives and/or records and/or furniture . **(10 points per reference in Form A1)**	10 points per reference		Maximum Five (5) contactable references **50 points**
F1.2	Proof of the **Tendering entities** years of experience in the industry. (As demonstrated by Company Registration Documents)	Less than 5 years' experience **0 points**	5 to 10 years experience **40 points**	More Than 10 years' experience **50 points**

Table F2 – Storage Company Evaluation

F2.	**Move & Storage Specialist Experience**	**Low**	**Medium**	**Maximum Requirements**
F2.1.	Proof that the **Tendering entity** has stored sensitive artwork and/or archives and/or records and/or furniture. **(10 points per reference in Form A2)**	10 points per reference		Maximum Five (5) contactable references **50 points**

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F2.2	Proof of the **Tendering entities** years of experience in the industry. (As demonstrated by Company Registration Documents)	Less than 5 years' experience **0 points**	5 to 10 years experience **40 points**	5 to 10 years experience **50 points**

Subcontracting to moving/storage company requirements:

Only service providers which satisfy the following criteria shall be eligible for use as a **subcontractor**.

- Proof that the entity has been in operation as a moving/storage company for more than 5 years.
- The service provider shall provide proof of insurance cover to the value of R 20 000 000 (Twenty Million Rand).
- Service provider to provide a minimum of two contactable references.
- The service provider to provide proof of operating facility (to be submitted in the form of a rental agreement or municipal account).
- In the case of a moving company, proof of moving vehicles to be provided.

SAHRA reserves the right to perform a site visit at the vendor and/or it's subcontractor to deem it/them eligible.

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- **Phase three**: The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals as follows.

Preference Point System	Points
Price	**80**
Specific Goals	**20**
Black owned company	8
Women	4
Youth	5
Disability	3
Total points for Price and SPECIFIC GOALS	**100**

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10.2 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. The tendered rates shall make provision for all other costs associated with executing the scope of works and shall be included within the rates supplied under the most applicable line item.

Number	Services		PRICE		
		Unit	Quantity	Rate	Total (Incl. VAT)
1	Create Inventory List	Lump Sum	1		
2	Packaging and Boxing of items				
2.1	Category A	Lump Sum	1		
2.2	Category B	Lump Sum	1		
2.3	Category C	Lump Sum	1		
2.4	Category D	Lump Sum	1		
3	Transport of Inventory				
3.1	From 111 Harrington Street to 79 Roeland	Lump Sum	1		
3.2	From 111 Harrington Street to Commercial Storage	Lump Sum	1		

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3.3	Form Paarl to Commercial Storage	Lump Sum	1		
3.4	From 79 Roeland Street to Commercial Storage	Lump Sum	1		
4	Storage of inventory	Months	29		
5	Additional storage of inventory beyond the estimated 30 month period.	Months	5		
6	Transport of inventory from storage to new Head Office				
6.1	From 79 Roeland Street to new HO.	Lump Sum	1		
6.2	From Commercial Storage to new HO.	Lump Sum	1		
6.3	Unboxing and repacking of inventory in new Head Office	Lump Sum	1		
6.4	Allowance for storage facilitator provide weekly access to items in Category B	Monthly	34		
	TOTAL PRICE				

**Total Price shall be carried through to SBD 3.3 – Section 2*

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11. 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 Head office no later than the closing date and time. SAHRA will not be held liable and/or responsible for late deliveries and submissions.

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12. CLOSING DATE: 16 February 2024 @ 11h00.

13. COMPULSORY BRIEFING MEETING DATE

Date and Time: **6 February @ 11h00**

Location: SAHRA Head Office, 111 Harrington Street, Cape Town

14. Queries must be directed in writing to:

Supply Chain Management
Ms. Yonela Somtsewu
SCM Manager

Email: **ysomtsewu@sahra.org.za**

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FORM A1 and A2: COMPANY EXPERIENCE

Bidders are requested to submit a comprehensive portfolio of relevant (value and complexity) projects successfully completed in the last 20 years. The projects included in this table shall be used to determine the functionality score.

Bidders are to complete at least one of the tables A1 and/or A2 to be regarded as responsive as per clause 9.22 of the tender.

A1 - COMPANY EXPERIENCE – MOVING

No	Client Name	Contact Name	Contact Telephone number	Description of project in the relevant Category of service andlocation	Letter of reference attached(Yes/No)
1					
2					
3					
4					
5					
6					
7					
8					

Note: When completing the above schedule, Tenderer's must take cognizance of the evaluation criteria :

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A2 - COMPANY EXPERIENCE – STORAGE

No	Client Name	Contact Name	Contact Telephone number	Description of project in the relevant Category of service andlocation	Letter of reference attached(Yes/No)
1					
2					
3					
4					
5					
6					
7					
8					

The reference letters may be in the form of a client evaluation letter, appointment letter or an official letter on a letterhead of the client containing the following;

- **Client Name**
- **Type of Services Provided**
- **Value of Contract,**
- **Duration of Contract,**
- **Contact number,**

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The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both trueand correct.

Signed		Date	
Name		Position	
Tenderer			