



TERMS OF REFERENCE

PROJECT NUMBER: SAHRA/PFU/OC/01/2024

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED PROFESSIONAL SERVICE PROVIDERS IN CONSORTIUM/JVs OR WITH MULTI-DISCIPLINARY SERVICES IN THE BUILT ENVIRONMENT TO SUBMIT QUOTATIONS FOR THE DESIGN AND EXECUTION OF A PERIMETER FENCE AND RELATED SECURITY WORKS TO THE OLD RESIDENCY IN QONCE AND THE CAMP GARDEN OF REMEMBRANCE IN MALETSWAI, IN THE EASTERN CAPE.





ACRONYMS

BBBEE	Broad-Based Black Economic Empowerment
CBD	Central Business District
CSD	Central Supplier Database
DSAC	Department of Sport, Arts & Culture
JV	Joint Venture
NHRA	National Heritage Resources Act of 1999
RFQ	Request for Quotations
SAHRA	South African Heritage Resources Agency
SCM	Supply Chain Management
VAT	Value Added Tax





1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced professional service providers in consortium/JVs or with multi-disciplinary services in the built environment to submit quotations for the design and execution of a perimeter fence and related security works to the Old Residency in Qonce and the Camp Garden of Remembrance in Maletswai, in the Eastern Cape.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture (DSAC) 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 around South Africa. The SAHRA properties have taken a prominent recognition on the organizational strategy as assets with potential to support the financial sustainability of the entity in the long term while also providing socio-economic benefit to the local communities.

3. PROPERTY INFORMATION: OLD RESIDENCY

3.1 The Old Residency, in Qonce

- 3.1.1 The property is approximately 1.4 ha in size and consists of a building referred to as the Old Residency and outbuildings.
- 3.1.2 Qonce, formerly known as King William's Town, is a medium sized town situated approximately 60 north west of East London, on the banks of the Buffalo River in Buffalo City Metropolitan Municipality, Eastern Cape. The town is in the immediate vicinity of Bisho, the capital of the Eastern Cape.
- 3.1.3 The subject property is irregular in shape and measures 10 746.00m² and hosts a single storey main building together with two small outbuildings. The property is located in the vicinity of the Anglican Church, with access from Alexandra Road.



3.1.4 The subject property is a large, mostly rectangular shaped site, with a level topography.

3.1.5 Access to the property can be gained from Alexandra Road. Alexandra Road becomes the R346 which links Qonce to Stutterheim 40km to the north and is a fairly busy road. The property is highly visible from this road and is considered to be near modern amenities such as banks, schools, places of worship, sports facilities, shopping centers, restaurants and retail facilities all located in the immediate vicinity.

3.2 Description and Location of property

3.2.1 Erf 4682, Qonce, Buffalo City Metropolitan Municipality, Eastern Cape Province.

3.2.2 Extent of property: 10 746.00m²

3.2.3 Number of dwellings: 4



Locality map: Old Residency

3.3 Existing Condition

3.3.1 The 'Old Residency' monument is located adjacent to the historic Anglican Church. The monument comprises an older stone building with a newer plastered addition, wooden windows, and a thatched roof which has burnt down.

- 3.3.2 Neighboring the property is an informal taxi rank and food outlets which results in litter strewn onto the property. The open accessibility of the property results in occasional trespassing and loitering.
- 3.3.3 The building is a mix of local sandstone and plastered brick. The interior hosts seven individual rooms with plastered and painted walls, timber flooring and ceilings. As a result of the fire, the debris of burnt materials is still in the structures.
- 3.3.4 The property has no fence and is vulnerable to trespassing although it is guarded by 24-hour on-site security.

3.4 Description and Location of property

- 3.4.1 Erf 4682, Qonce, Buffalo City Metropolitan Municipality, Eastern Cape Province.
- 3.4.2 Extent of property: 10 746.00m²
- 3.4.3 Number of dwellings: 4

3.5 Construction Material and Finishes

Roof:	Thatch and Iron roofing
Superstructure:	Sandstone, Brick with plaster & paint
Window frames:	Timber window frames fitted with clear glass panes
Floor covering:	Timber flooring
Ceilings:	Timber ceilings

3.6 Construction Areas

Measurements taken on site indicate the following gross building areas:

<u>Building Name</u>	<u>Gross building Area (GBA)</u>
"Old Residency" Main Building	298m ²
Patio (covered)	18m ²
Stable	57m ²
Outbuilding	<u>49m²</u>
	<u>422m²</u>

4. PROPERTY INFORMATION: CAMP GARDEN OF REMEMBRANCE

4.1 Camp Garden of Remembrance, in Maletswai

4.1.1 Maletswai (formerly Aliwal North) is a small town mainly known for its two hot mineral springs that have extremely high concentrations of minerals and gases and formed part of the reason for the town's development. That and the fact that the town lies right on a strategic ford on the Orange River, probably the main reason for the development of a railway from East London, that catapulted the town into rapid development as a commercial centre for the British colony.

Aliwal North lies on the border between the Free State and Eastern Cape.

4.1.2 The subject site is located alongside the N6 National Road at the entrance of Aliwal North on Queenstown's side. The site is adjacent to the Senior School on one side and opposite a new compact housing development known as Birds Eye View.

4.1.3 The CBD starts alongside the same road a couple of street blocks away in the older and well-established portion of town.

4.1.4 The subject property is a large rectangular shaped, with a level topography, stand measuring 5 312m² and hosts a monument.

4.2 Description and Location

4.2.1 Access to the property can only be gained from an unpaved and unknown street which turns off from the main road. The entire monument used to be fenced in with wire fencing and a gate that provides access to the site by foot. The road infrastructure present in the immediate vicinity is deemed to be in fair condition.

4.2.2 The subject property is considered to be in close proximity to the remainder of the town and amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities.

4.2.3 A paved walkway leads to a double volume display room constructed of red face brick and concrete. Access to the entrance of this building is via two curved staircases on both sides of the gates providing access. The building offers a flat concrete roof.

4.2.4 Inside the building there are a number of tombstones displayed against the walls. A paved raised platform leads to the actual monument.

4.2.5 Erf 2088 Aliwal North, Eastern Cape

4.2.6 The extent of the property is 5 312m²



Camp Garden of Remembrance

4.3 Existing Condition

4.3.1 Overall the building is in a fair state of repair.

4.3.2 The wired fence has been removed through acts of vandalism, and the property has insufficient light and security.

4.4 Construction Material and Finishes

Roof:	Concrete Cast
Superstructure:	Brick with concrete inserts
Window frames:	None – N/A
Floor covering:	Concrete and paving
Ceilings:	Concrete

4.5 Construction Areas

Measurements taken on site indicate the following gross building areas:

<u>Building Name</u>	<u>Gross building Area (GBA)</u>
“Camp Garden of Remembrance”	
Main Building	121m ²
Monument platform	122m ²
Upright monument	<u>70m²</u>
	<u>313m²</u>

5. SCOPE OF SERVICES AND WORK REQUIREMENTS

5.1 SAHRA wishes to appoint a suitably qualified and competent professional service provider who is a professional multi-disciplinary company/consortium/JV in the built environment, and who has the ability to undertake the following services:

- A. Architect (to also act as project manager)
- B. Civil Engineer
- C. Electrical Engineer
- D. Quantity Surveyor
- E. Health & Safety Agent

5.2 The professional consultants are required to fulfil, but may not be limited to, the following project stages, stages 1 – 6:

PROJECT STAGES	DESCRIPTION
1	Inception
2	Concept and Viability
3	Design Development
4	Documentation and Procurement
5	Construction
6	Close-out

5.3 Architectural plans / As-built drawings are required for both sites i.e. Old Residency and Camp Garden of Remembrance.

6. Project Cost Estimates

6.1 The overall cost estimate for the design and execution of the perimeter fence and additional security works to Old Residency and Camp Garden of Remembrance is R 2 500 000.00 (Two Million Five Hundred Thousand Rand).

6.2 The estimated project time frame for completion is four months.

6.3 Construction works for the respective properties will be independent contracts.

6.4 Consultants are reminded of the distance between the two sites.

7. Reporting Requirements and Approval Procedure

- 7.1 The service provider shall meet with the Employer as and when reasonably instructed by the Employer to discuss and minute progress of the services. Notwithstanding any other requirements, the service provider shall submit a monthly progress report to the Employer in a format approved by the Employer.
- 7.2 All project milestones including associated reports are to be approved by the employer prior to proceeding to the next stage of the project. Budgets, cash flows and execution programmes are also subject to the approval of the employer.

8. THE FOLLOWING ARE REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- 8.1 The Final Offer inclusive of VAT.
- 8.2 Valid and certified copies of professional registration with the verified and approved bodies in South Africa must be submitted with the bid.
- 8.3 Company profile
- 8.4 Track record of each professional consultant of similar projects undertaken (provide full details including references with names and contact numbers)
- 8.5 The tendering Service Provider in a multi-disciplinary professional practice, that also provide the professional services listed in the tender document, of which each professional division/section in the practice or practices is under the fulltime supervision of a registered professional in that specific profession and, and which is owned and controlled by registered professionals, by at least a percentage determined by the relevant Council in its Code of Professional Conduct, in terms of number, shareholding and voting power, who are registered in terms of the:
- Architectural Profession Act (Act No. 44 of 2000),
 - Project and Construction Management Act (Act No 48 of 2000),
 - Engineering Profession Act (Act no 46 of 2000) (Civil, Electrical),
 - Quantity Surveying Act (Act No.49 of 2000),

In the event of any legal entity, as meant above, being a listed public Company on the stock exchange, the percentages related to ownership and control referred to are to be made relevant to persons duly appointed as Directors of such entity.

8.6 Copies of certified certificates (not older than three months from the date of bid closure) or a letter from the relevant bodies clearly proving current professional registration with the relevant council, including registration numbers, of all the registered principals mentioned above are included with the tender as part of the returnable documentation. In the event of any legal entity, as meant above, being a private Company with shareholding, the same information/documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking.

Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined above and information/documentation in respect of such persons must be provided as described.

8.7 A signed joint venture agreement in the fields as indicated above.

8.8 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.

9. TERMS AND CONDITIONS OF TENDERING

9.1 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.

9.2 While SAHRA endeavours 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.

9.3 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.

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/quotations.

9.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.

9.6 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.

- 9.7 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.
- 9.8 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.
- 9.9 A valid original 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 and/or tenders shall become the property of SAHRA and shall not be returned.
- 9.11 The tender should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 9.12 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 9.13 It is expected of service providers to familiarise themselves with the properties before submitting their tender offer.
- 9.14 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.
- 9.15 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.
- The Government Immovable Asset Management Act 2007, the Public Finance Management Act 1999, and the Occupational Health & Safety Act 1993, must be adhered too, and to direct all efforts to comply with, for the proposed project.
- 9.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 9.17 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.
- 9.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.

- 9.19 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.
- 9.20 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.
- 9.21 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid Documents.
- a) SBD 1 Invitation Bid;
 - b) SBD 2 Tax Clearance certificate application form;
 - c) SBD 3.3 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) Contract Form – Rendering of Services.
 - g) SBD 8 Declaration of Bidders SCM practices.
 - h) SBD 9 Declaration of independent bid determination.
 - i) General Conditions of Contract (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 will automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.

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

10. EVALUATION CRITERIA

10.1 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)

No.	Evaluation Criteria	Points
1	Architectural Services / Project Manager	20
	Number of projects successfully completed: 5 or more projects = 5 3 - 4 projects = 3 Less than 3 projects = 1 Include full project details: project name, date completed, client name and contact.	
2	Civil Engineer	20
	Number of projects successfully completed: 5 or more projects = 5 3 - 4 projects = 3 Less than 3 projects = 1 Include full project details: project name, date completed, client name and contact.	
3	Electrical Engineer	20
	Number of projects successfully completed: 5 or more projects = 5 3 - 4 projects = 3 Less than 3 projects = 1 Include full project details: project name, date completed, client name and contact.	
4	Health & Safety Services	20
	Number of projects successfully completed: 5 or more projects = 5 3 - 4 projects = 3 Less than 3 projects = 1 Include full project details: project name, date completed, client name and contact.	
5	Quantity Surveyor	20
	Number of projects successfully completed: 5 or more projects = 5 3 - 4 projects = 3 Less than 3 projects = 1 Include full project details: project name, date completed, client name and contact.	
	Total	100

A bidder must obtain a minimum of 60 points on the functional phase to progress to the next phase. Failure to obtain 60 points will automatically disqualify your tender.



- 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

11. PRICE (VAT INCLUDED)

- 11.1 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.

12. SUBMISSION OF TENDERS

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

Supply Chain Management

Project Number: SAHRA/PFU/OC/01/2024

Project Name: Appointment of a Service Provider with multi-disciplinary services/consortium/JV for the design and execution of a suitable perimeter fence and additional security services to the Old Residency in Qonce and the Camp Garden of Remembrance in Maletswai, Eastern Cape.

13.2 Quotations must be placed in the Tender Box located at:

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 can also be emailed to: tenderinfo@sahra.org.za





13.3 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.

14. CLOSING DATE AND TIME

Closing Date: **30 January 2024 at 11h00**. No late Tenders will be accepted.

15. Compulsory clarification meeting: 23 January 2024 at 12h00 via MS Team (online platform). Interested bidders must send their email addresses to the SCM Manager for the online meeting invite by 22 January 2024.

16. For further information please send a written query to:

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

