



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY, QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE PROVISION OF PURIFIED WATER SERVICES TO SAHRA PRETORIA OFFICE.



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably, qualified and experienced service providers to submit proposals for the provision of purified water services to Pretoria Office.

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 would like to appoint a reputable service provider for provision of purified water services to the Pretoria Office located at 220 Madiba Street, Pretoria and according to specifications specified under Clause 3 of this document.

3. SCOPE AND SERVICES REQUIRED

3.1 Supply and delivery of two (2) water coolers with dispensers to the SAHRA premises at 220 Madiba Street Pretoria.

The water coolers will remain the property of the supplier and will be returned upon expiry of the service contract.

3.2 Timeous monthly delivery of purified water:

10 bottles (20 litres per bottle) of purified for the Pretoria Office per month.





- 3.3 Sanitisation and servicing of the water coolers based at the SAHRA Pretoria Office on a six-monthly basis to maintain acceptable hygienic standards.
- 3.4 Reputable, accredited, and reliable security services company with necessary capacity, resources, experience, and expertise.
- 3.5 Service to be provided during weekdays.
- 3.6 Reputable, accredited, and reliable purified water services company with necessary capacity, resources, experience, and expertise. Service to be provided under the strictest health conditions.

4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 All costs and expenses incurred by 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 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.
- 4.3 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.
- 4.4 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.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 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.
- 4.7 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.





- 4.8 Service providers are required to declare any conflict of interest they may have in the transaction 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.
- 4.9 A valid original Tax Clearance Certificate, 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)
- 4.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.13 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.
- 4.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 4.15 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.
- 4.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 4.17 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.
- 4.18 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.
- 4.19 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 / Sworn Affidavit 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

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.

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

5. EVALUATION CRITERIA

5.1 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. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two:** 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 |



5.2 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.

6. SUBMISSION OF PROPOSALS

- 6.1 Quotations must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management**.

Placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town.

Bids may also be submitted by email to: **TenderInfo@sahra.org.za**

- 6.2 SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

7. CLOSING DATE

Closing date for bid offers and proposals: 19 April 2024 at 11:00 no late proposals will be accepted after the closing time.

8. **For information, please contact in writing:**

Technical Enquiries

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Supply Chain Management

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