



TERMS OF REFERENCE

PROJECT NUMBER SAHRA/PFU/UMT/03/2024

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE MOVING AND STORING OF BUILDING FABRIC SALVAGED FROM THE UNION MASONIC TEMPLE FOR THE PERIOD OF TWELVE (12) MONTHS IN KIMBERLEY, IN THE NORTHERN CAPE.

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the moving and storing of building fabric salvaged from the Union Masonic Temple for the period of twelve (12) months in Kimberley, in the Northern Cape.

2. BACKGROUND

- 2.1 The Union Masonic Temple is in Free State Road, in Kimberley. The Union lodge initiated the erection of this building in 1886 after the Freemason at the diamond fields of Kimberley realized the necessity to own a temple. The foundation stone of the building was laid on the 18 December 1886 and the temple was inaugurated on the 28 January 1887.
It was declared a national monument by Government Notice No.291, as published in Government Gazette No.9588 of 15 February 1985. Current Grading – II (Provincial Heritage Site)
- 2.2 Following the collapse of some mud walls during the restoration, the scope of work must be amended to reconstruction. This will also change the cost of the project and require the procurement of additional built environment services.
- 2.3 The salvaged materials are intended for reuse in the building and must be stored until required. The services of a suitable service provider are therefore required to move and store the building fabric in Kimberley.



- 2.4 The service provider will be engaged in a service level agreement with the SAHRA commencing services on 01 May 2024 for a period of 12 months ending 30 April 2025.

3. SCOPE OF SERVICES

- 3.1 The building fabric listed below in 3.2 must be collected, carefully and responsibly packed and unpacked in a suitable and verified storage facility in Kimberley for a period of twelve months.

- 3.2 The details of the building's materials are as follows:

3.2.1 Roof Covering 0.8mm Corrugated sheets (Painted - Red) ± 197.0 m².

3.2.2 Side Covering 0.8mm Corrugated sheets (Painted - Green) ± 58 m².

3.2.3 Ceiling Tiles Pressed steel textured ceiling panels (Painted - White) ± 102.0 m².

3.2.4 Ceiling Planks Tongue and groove pine timber ceiling planks (Painted - Brown) ± 53.5 m².

3.2.5 Skylight / Ventilator Oregon pine timber skylight structure with glass windowpanes (Painted - White) 1 off.

3.2.6 Stage Oregon pine timber stage structure (Painted - Varnished) 1 off.

3.2.7 Fence 800mm High steel fence panels (Painted - Black) 15.0 m.

- 3.3 The goods are currently stored at the following premises for collection:

Wiets Self Storage

7 Edison Road

Ashburnham

Kimberly

Northern Cape

8301

- 3.4 The storage facility must be a verified facility standards which includes but not limited to:



3.4.1 Building Standards – must be custom designed and built for storage purposes. The building takes into consideration the safeguarding of stored items from environmental factors, safety and security of goods which includes effective security systems and components.

3.4.2 Hygienic Standards – there must be a daily maintenance schedule to ensure that the facility is kept consistently clean and tidy, including attention to roadways, pathways, communal areas and roller doors.

3.4.3 Pest Control – must be pre-treated against termite infestation, rodent control and insects.

3.4.4 Fire Compliance – must have compliance with fire safety regulations and methods to minimise the spread of fire. The facility must be maintained and equipped as per the national building regulations.

3.5 The service provider is responsible for any damages to the goods from the time of packing, loading, transporting, unloading, and unpacking, and in storage.

4. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

4.1 The Final Offer inclusive of VAT.

4.2 Company profile

4.3 Track record of similar projects undertaken (provide full details including references with names and contact numbers)

4.4 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.

4.5 Submit a Methodology on how the work will be undertaken and completed.



5. TERMS AND CONDITIONS OF TENDERING

- 5.1 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.
- 5.2 While SAHRA endeavors 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.
- 5.3 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.
- 5.4 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.
- 5.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 5.6 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.
- 5.7 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.
- 5.8 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.

- 5.9 A valid Tax PIN, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 5.10 All project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 5.11 The tender should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 5.12 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 5.13 It is expected of service providers to familiarize themselves with the property before submitting their tender offer.
- 5.14 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.
- 5.15 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.
- 5.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- 5.17 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.
- 5.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.
- 5.19 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.



5.20 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.

5.21 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid Documents:

- SBD 1 Invitation Bid.
- SBD 2 Tax Clearance certificate application form.
- SBD 3.3 Pricing Schedule.
- SBD 4 Declaration of Interests form.
- SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- SBD 7.2 Contract Form – Rendering of Services.
- SBD 8 Declaration of Bidders SCM practices.
- SBD 9 Declaration of independent bid determination.
- General Conditions of Contract

f) (PLEASE INITIAL EACH PAGE, AS PROOF THAT THE BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT).

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

6. EVALUATION CRITERIA

6.1 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.	Quality Criteria	Weight
1	<p>The number of years of experience in the moving and storing industry:</p> <p>10 or more years = 5 7 - 9 years = 4 4 - 6 years = 3 2 - 3 years = 2 Less than 2 years = 1</p> <p>Submit your company profile detailing the contracts in moving and storing with the client name, contact information, and year of service.</p>	50
2	<p>Number of moving & storing contracts completed:</p> <p>10 and more Reference Letters = 5 7 – 9 Reference Letters = 4 4 - 6 Reference Letters = 3 2 - 3 Reference Letters = 2 Less than 2 Reference Letters = 1</p>	50
TOTAL		100

NB: Upon request by SAHRA, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected.

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



- **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

9. 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 a maximum of 80 points.

10. SUBMISSION OF TENDERS

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

South African Heritage Resources Agency

Supply Chain Management

Project Number: SAHRA/PFU/UMT/03/2024

Project Name: Appointment of a suitably qualified service provider for the Moving and Storing of building fabric salvaged from the Union Masonic Temple for a period of twelve (12) months in Kimberley, in the Northern Cape.

Quotations must be placed in the Tender Box located at:

SAHRA Head office

111, Harrington Street, Cape Town, 8001

Tel: 021 462 4502

Quotations may also be sent to tenderinfo@sahra.org.za



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.

11. CLOSING DATE AND TIME

Closing Date: 23 April 2024

For any further information please send your request in writing to:

Supply Chain Management

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