



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE SUPPLY AND INSTALLATION OF NETWORK CABLING AND EQUIPMENT TO THE PIERNEEF MUSEUM SITUATED AT 220 MADIBA STREET, PRETORIA CENTRAL.

SAHRA/ICT/PTA/05/2024



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for the supply and installation of network cabling and equipment at the Pierneef museum situated at 220 Madiba Street, Pretoria central.

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 manages four (4) offices across the country namely: Head Office (Cape Town), Paarl Office (at the Onderdal School, in Paarl), Makhanda Office (at the Old Goal in Makhanda) and the Pretoria Office.

3. SCOPE AND SERVICES REQUIRED

- 3.1 The property identified for the installation of network equipment is referred to as the "Pierneef Museum" and is situated at 220 Madiba Street, Pretoria central.
- 3.2 The scope of work is attached as the Pricing Schedule. Refer to **Annexure A**. This Pricing Schedule provides the scope of work together with the Terms of Reference. All pricing for the project must be completed on the attached Pricing Schedule referred to as **Annexure A**. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.



- 3.3 Some repair work to be done for example, faulty existing network points, cabinets etc.
- 3.5 To ensure proper pricing and measurements are submitted at the time of quotation, a **compulsory briefing meeting** will be held on site. This briefing meeting will afford each interested service provider the opportunity to be fully aware of and to understand what is required of them in the procurement processes and in the execution of the proposed contract.
- 3.6 The service provider must submit an invoice for work done. Progress payments may be allowed and must be accompanied by a progress report of work done and claimed for. Failure to submit the report may result in payment not being processed.
- 3.7 Bidders must note that a 10% (ten percent) retention will apply and will be payable 60 days after final completion.

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 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.
- 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 tax compliant pin, 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 30 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 must be submitted together with this completed document.
- f. Contract Form – Rendering of works.
- g. General Conditions Contract

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

No.	Criteria	Scoring	Weight
1.	The number of years of experience as a IT network installer and cabling service provider to properties:		
	10 or more years	5	50
	7-9 years	4	
	5-6 years	3	
	3-4 years	2	
	1-2 years	1	

No.	Criteria	Scoring	Weight
1.	The number of IT Network installs and cabling projects to properties completed:		
	9 or more projects	5	50
	7 projects	4	
	5 projects	3	
	3 projects	2	
	1 project	1	
	The service provider must submit references for the number of projects completed, including contact details of clients.		

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

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

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 to: TenderInfo@sahra.org.za



7. CLOSING AND COMPULSORY BRIEFING SESSION DATE

Compulsory Briefing Session : 24 May 2024 at 11:00 at 220 Madiba Street, Pretoria

Closing date for bid offers and proposals: 31 May 2024 at 11:00 no late proposals will be accepted after the closing time.

8. FOR INFORMATION, PLEASE CONTACT IN WRITING:

Technical Enquiries

Mr. Stephen Muller
ICT Acting Manager
The South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502 / 021 202 8680
Email: smuller@sahra.org.za

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

