



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

## TERMS OF REFERENCE

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE LEASING OF TEN (10) SECURE UNDERCOVER PARKING BAYS IN CLOSE PROXIMITY TO 220 MADIBA STREET, PRETORIA CENTRAL, GAUTENG, FOR A PERIOD OF 24 MONTHS.**



## 1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the leasing of ten (10) secure undercover parking bays in close proximity to 220 Madiba Street, Pretoria Central, Gauteng, for a period of 24 months.

## 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's Pretoria Office is located at 220 Madiba Street, Pretoria Central, in the Gauteng Province.

2.3 The SAHRA Pretoria Office requires secured undercover parking bays for use by its staff, visitors and fleet.

## 3. LOCATION OF THE PARKING BAYS

3.1 The parking facility must be in a 100m to 200m radius from main entrance to the 220 Madiba Street building.

The subject property is located at 220 Madiba Street, between two larger buildings as indicated in the locality maps below:





Figure 1: locality of 220 Madiba Street (indicated by red pin)

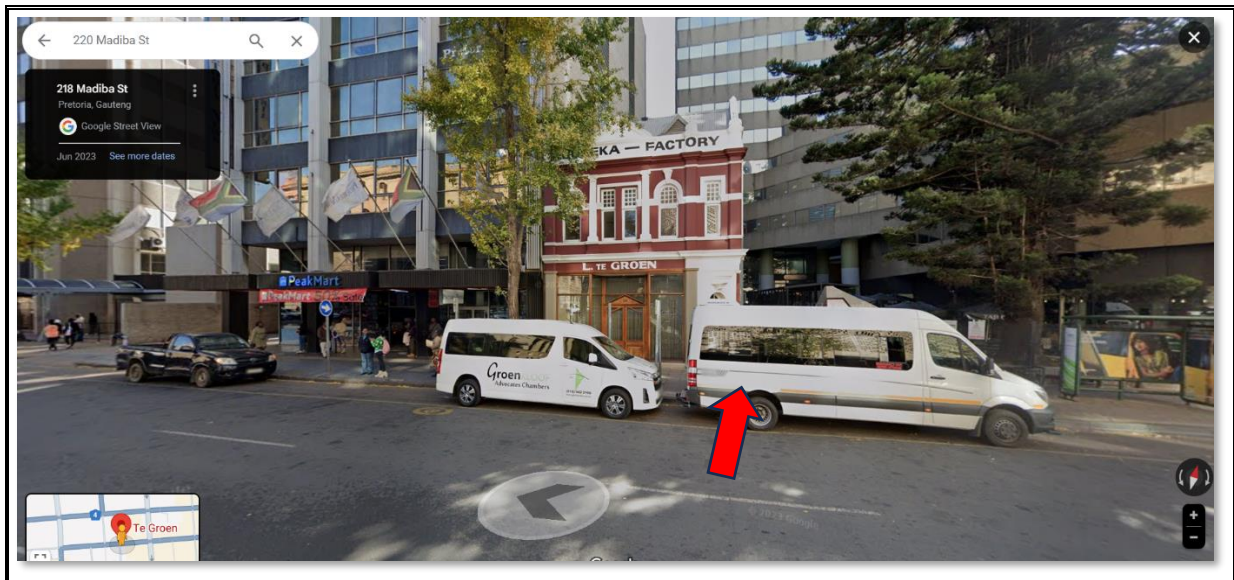


Figure 2: front view entrance of 220 Madiba Street (indicated by red arrow)

## 4. SCOPE REQUIREMENTS

- 4.1 A total number of ten (10) secure undercover parking bays are required to accommodate the staff at the SAHRA Pretoria Office, with the use of the bays specified in the *Table 1 below*:

No.	Description of Parking Bay Use	Quantity
1.	SAHRA Fleet	1
2.	Disable Parking Bay clearly marked and reserved for specified use	1
3.	Staff Parking Bays	8
<b>TOTAL NO. OF BAYS</b>		<b>10</b>

Table 1: description of use

- 4.2 The parking space must have CCTV, on-site security and sufficient lighting.
- 4.3 The parking must be available 24 hours, and on weekends and public holidays.
- 4.4 The parking entrance and exit must be secure and controlled.
- 4.5 The walking route from the parking space to the 220 Madiba Street building must be considered a safe route throughout the day and night.
- 4.6 **Bidders are required to submit the monthly rate for the respective parking bays, inclusive of VAT, and submit the total cost over the twenty-four (24) month period as their Form of Offer.**

## 5. MANDATORY REQUIREMENTS

- 5.1 In order to ensure compliance with all legislation; business continuity; and an operating environment that is conducive to the SAHRA operations, the following mandatory requirements will apply. Failure to comply with any of the prerequisites will result in disqualification of the bid.
- 5.1 The parking bays must comply with municipal by-laws, confirmation of which should be included in the proposal.
- 5.2 SAHRA does not pay commission on agent fees.

## 6. LEASE REQUIREMENTS

- 6.1 The lease shall be for a period of twenty-four (24) months, commencing as soon as appointment has made.
- 6.2 A Service Level Agreement (SLA) must be entered into.

## 7. TERMS AND CONDITIONS OF PROPOSALS

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 A proof of Tax Compliance Status Pin, issued by the South African Revenue Services, must be submitted.

- 7.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 7.11 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 7.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 7.13 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.
- 7.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 7.15 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.
- 7.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 7.17 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.
- 7.18 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.
- 7.19 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 Services
  - g. Proof of Registration with CSD (Central Supplier Database)
- NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your quotation.**

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

## 8. EVALUATION CRITERIA

8.1 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
<b>Price</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>
Black owned company	8
Women	4
Youth	5
Disability	3
<b>Total points for Price and Specific Goals</b>	<b>100</b>

### 8.2 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 highest score shall score the maximum 80 points.

## 9. SUBMISSION OF PROPOSALS

9.1 Quotations must be submitted by email, marked as confidential and for the attention of **Supply Chain Management**.

**Bids must be placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town or emailed to [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za) before the closing date and time.**



9.2 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.

## 10. CLOSING DATE

**Closing date for bid offers and proposals:**

**03 September 2024 at 11:00 - No late proposals will be accepted after the closing time.**

## 11. For information, please contact in writing:

Ms. Yonela Somtsewu

Supply Chain Management

South African Heritage Resources Agency

Email: [ysomtsewu@sahra.org.za](mailto:ysomtsewu@sahra.org.za)

Tel: 021 462 4502

