



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE PROVISION OF AIR CONDITIONERS FOR A PERIOD OF TWO YEARS (24 MONTHS).

SAHRA/PFU/AIRCON/08/2024



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers for the provision of air conditioners for a period of two years (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 would like to appoint a qualified service provider for the provision of air conditioners on a quarterly basis at SAHRA office situated at 79 Roeland Street, Cape Town, according to specifications specified under Clause 3 of this document for a period of twenty-four months (24 months).

2.3 This is to ensure their optimal performance, longevity and efficiency. Regular maintenance helps prevent breakdowns, identifies potential issues earlier, improves indoor air quality, and enhances energy efficiency. Servicing air conditioners, technicians aim to prolong equipment lifespan, reduce operational costs and provide occupants with comfortable and healthy indoor environment.

3. SCOPE AND SERVICES REQUIRED

3.1 Air Conditioning Split Unit Quarterly Service.

- Clean and change filters where necessary
- Check for water leaks
- Clean drainpipes and drip trays
- Check heating/cooling operation



- Check operating pressure and recharge where necessary
- Check fan motors for correct and quiet operation
- Clean the outdoor and indoor coils
- Perform monthly rust treatment on the outdoor units including mounting brackets
- Check the insulation around gas pipes

3.2 Units at 79 Roeland Street office

- 1 *Mid -wall Supply Chain Manager's office
- 1 *Mid -wall Property Manager's office
- 1 *Mid -wall Accounting Manager's office
- 1 *Mid -wall Finance Manager's office
- 1 *Mid -wall HR Manager's office
- 1 *Mid -wall HR Co-operate Affair Manager
- 2 *Mid -wall Boardroom 1:
- 1 *Mid -wall Management Accounting
- 1 *Mid -wall Chief Finance Executive
- 1 *Cassette HR Open plan area
- 1 *Cassette Boardroom 2:
- 1 *Cassette Unit Supply Chain open plan
- 1 *Cassette Dining / entertainment area

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 Proof of Tax Compliance Status Pin, issued by the South African Revenue Services, must be submitted.
- 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. New SBD 4 Bidder's Disclosure form
 - e. SBD 6.1 Preference points claim form PPR2022 (valid BBBEE certificate / sworn affidavit must be submitted together with this completed document).
 - f. Contract Form – Rendering of Services
 - g. Proof of valid registration with the Central Supplier Database (CSD)

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.

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. | Number of years' experience in air conditioning service | | |
| | 10 Years and above | 5 | 50 |
| | 7-9 Years | 4 | |
| | 5-6 Years | 3 | |
| | 3-4 Years | 2 | |
| | 1-2 Year | 1 | |
| | Include proof of registration as air conditioning company. | | |
| 2. | Demonstrate companies experience in successful implementation of air conditioning Services in the last Ten (10) years: | | |
| | 10 Years and above | 5 | 50 |
| | 7-9 Years | 4 | |
| | 5-6 Years | 3 | |
| | 3-4 Years | 2 | |

| | | |
|---|---|------------|
| 1-2 Year | 1 | |
| Provide contactable references of previous work undertaken. | | |
| Total | | 100 |

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 |

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 highest score shall score the maximum 80 points.



6. SUBMISSION OF PROPOSALS

- 6.1 Bids must be submitted by email, marked as confidential and for the attention of **Supply Chain Management including reference number SAHRA/PFU/AIRCON/08/2024.**

Compulsory Briefing Session on 03 September 2024 @ 111 Harrington Street, Cape Town

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

- 7.2 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.

8. CLOSING DATE

Closing date for bid offers and proposals: 06 September 2024 at 11:00am no late proposals will be accepted after the closing time.

9. COMMENCEMENT DATE

SAHRA wishes for the Air Conditioning Company to commence in September 2024.

10. FOR INFORMATION, PLEASE CONTACT IN WRITING:

Supply Chain Management

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