SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/PFU/KIM/02/2025

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE PROVISION OF 24-HOUR ON-SITE SECURITY SERVICES FOR A PERIOD OF THREE (3) MONTHS FROM MARCH 2025 TO 31ST OF MAY 2025 AT THE UNION MASONIC TEMPLE, IN KIMBERLEY, NORTHERN CAPE.

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PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced security service providers to submit quotations for the provision of 24-hour security services for a period of three (3) months from March 2025 to 31st May 2025 at the Union Masonic Temple in Kimberley, Northern Cape.

1. BACKGROUND

1.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture 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.

1.2 SAHRA owns and manages thirty-six properties of heritage significance in South Africa. The SAHRA properties have taken a prominent recognition on the organizational strategy as assets with potential to support the financial sustainability of the Entity in the long term.

1.3 One of the properties SAHRA owns is the Union Masonic Temple. The Union Masonic Temple is in Free State Road, in Kimberley. The Union Lodge initiated the erection of this building in 1886 after the Freemasons at the diamond fields of Kimberley realized the necessity to own a temple. The foundation-stone of the building was laid on 18

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December 1886 and the temple was inaugurated on 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 – Grade II (Provincial Heritage Site).

1.4 The 24-hour on-site security services are required for the entire property.

1.5 **Property Information**

Union Masonic Temple	
Deed Description:	Erf 1895, Kimberley, Sol Plaatje Local Municipality, Northern Cape Province.
Physical Address:	1 Free State Road, Kimberley, Northern Cape
Extent of Subject Property:	426.00m²
Owner:	South African Heritage Resources Agency (SAHRA)
Additional information:	

1.6 Location

The property is in Beaconsfield a middle-lower class suburb of Kimberley, on the corner of Free State Road and Dyer Street. The subject property is surrounded by suburbs including Fabricia, Cassandra and Green Point, all of which can be classified as lower to middle-income areas.

The subject property is situated along Free State Road, a main traffic route running from south to west through Beaconsfield. The subject property enjoys good exposure and accessibility. The area is predominantly residential with commercial properties focused along the main road. Commercial properties comprise office blocks, loose standing retail properties and filing stations.

Modern amenities are located within the CBD of Kimberley and within close proximity from the subject property. Schools, churches, hospitals, sport grounds and other modern amenities are found in close proximity in the area.

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1.7 The property is a vacant site, with deteriorated and unstable buildings. The property is therefore not occupied.

1.8 The property is well-secured with a suitable fence and has sufficient lighting and ablution facilities.

2. SCOPE OF THE SERVICE REQUIRED

2.1 Two (2) Grade C security guards are to be placed at SAHRA's Union Masonic Temple, one (1) for the day shift and one (1) for the night shift. Security services must be provided during weekdays, weekends, and public holidays, on a 24-hour basis for three (3) months.

2.2 The contract period is three (3) months and is anticipated to commence during March 2025. **It must be noted that the security services must be available at short notice and are dependent on the need for securing the property.**

2.3 Physical patrols to be carried out on the entire premises. These patrol reports will also need to be made available on request by SAHRA.

2.4 In addition to physical patrols, the guards shall provide on-site access to authorized SAHRA personnel and visitors during the day and keep records in the visitors' register. All people that pose a threat to SAHRA employees and premises must be restrained.

2.5 Reputable, accredited, and reliable security services company with necessary capacity, resources, experience, and expertise.

2.6 Well trained and equipped security guards on the sites (proof of training and accreditation with PSIRA will be required).

2.7 The security guards' contracts will also need to be provided to SAHRA on appointed of the successful bidder.

2.8 It will be expected of the guards to be equipped with a two-way radio, baton, handcuffs, pepper sprays and any other equipment to ensure their safety and the safety of premises. The equipment must aid the security to efficiently carry out their duties/functions.

2.9 In order to ensure that the deployed guards are acting in accordance with the site and

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post instruction, the Service Provider is required to perform supervisory checks by a manager with at least a Grade B (PSIRA) on the premises at least two times per 12-hour shift.

2.10 The appointed service provider is to comply with the Main Collective Agreement published on 2 February 2024 in Gazette Number 50065 authorising the National Bargaining Council for the Private Sector established during the year 2020, in terms of section 27 of the Labour Relations Act, 66 of 1995. The Council is mandated to oversee compliance with the prescribed minimum conditions of employment and fair labour practices set out in its Collective Agreements.

3. INFRASTRUCTURE

3.1 The Service provider must have the following infrastructure:

3.1.1 An operating office / control room which is telephonically contactable 24/7.

3.1.2 The Bidder must have offices around Kimberley within 60KM Radius from Client

3.1.3 Licensed two-way radios.

3.1.4 Torches
3.1.5 Handcuffs
3.1.6 Baton
3.1.7 Name tags

3.1.8 Security Registers (e.g. Occurrence Book, Pocketbook, Pens and Visitors register)

3.1.9 Company uniform for the Security Officers. The bidder must provide verifiable evidence of its ability to provide the following to security guards:

- Full corporate uniform (trousers, shirts, tie, chiffon, skirt, pullover, jersey, blazers and black shoes/boots, socks, stockings/legwear). An image of an employed guard may be submitted with the bid.

3.1.10 A guard house will need to be placed at the entrance gate or identified area for the site. The guards may use the functional ablution facilities on site and are responsible in the maintenance of it. The ablutions must be always kept clean and tidy.

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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 with 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 any further proposals 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)

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4.10. 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. Tax Compliance status pin.

c. SBD 3.3 Pricing Schedule

d. New SBD 4 Declaration of Interests form

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e. SBD 6.1 Preference points claim form PPR2022 (valid BBBEE certificate / 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 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.

ADMINISTRATIVE REQUIREMENTS

SCM administrative compliance		
#	**Criteria**	**Yes / No**
1.1	Supplier is registered on NT CSD	
1.2	SBD completed and submitted	
1.3	SBD 3.3 Pricing complete and submitted	
1.4	SBD 4 completed and submitted	
1.5	SBD 6.1 completed and submitted	
1.6	Contract form	

Note 1: Bidders that are not tax compliant on the closing date for bids or at any time after the closing date, must rectify their tax compliance status within 7 working days of being requested to do so. Bidders that remain tax non-compliant after 7 working days of being requested to rectify their tax status, will be disqualified.

Only <u>quotes</u> that comply with the administrative and mandatory requirements will be evaluated further.

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5. EVALUATION CRITERIA

All proposal offers received shall be evaluated based on the following phase out approach:

Phase one: Mandatory requirements. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal in this phase.

MANDATORY REQUIREMENTS

Failure to submit the documents listed below will render your bid null and void and will not be considered or will be disqualified

Mandatory requirements		
#	**Criteria**	**Yes / No**
2.1	Proof of public liability insurance is attached	
2.2	Valid proof of local presence (around Kimberley) i.e. leases, utility, CSD	
2.3	Valid proof of UIF compliance is attached	
2.4	Valid proof of Compensation COIDA compliance	
2.5	Valid proof of Provident Fund enrolment and compliance	
2.6	Valid copies of IDs of owners / Directors – SA citizens	
2.7	Valid proof of PSIRA certificate for the company	
2.8	Valid proof of PSIRA certificate for at least one Director	

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

No.	Criteria	Scoring	Weight
1.	Number of years of experience as a registered security service provider 10 years and more 7-9 Years 5-6 Years 3-4 Years 1-2 Years Include proof of registration as a security company.	5 4 3 2 1	50
2.	Demonstrate companies' experience in successful implementation of security services in in the last 5 (5) years: 10 or more contracts 7-9 contracts 5-6 contracts 3-4 contracts 1-2 contracts Provide contactable references of clients in the last 5 years, including duration of contracts, client names, client contact person, value of contracts. .	5 4 3 2 1	50
Total		**100**	

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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.

ANNEXURE A: BIDDER EXPERIENCE SUMMARY

Contracting party (company / entity name)	Project title / description	Start date	End date	Number of security guards	Contract value

Bidders must attach reference letters and/or contactable references for projects listed above.

Phase three: The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals are 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

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6. 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.

7. SUBMISSION OF PROPOSALS

7.1. Bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management including reference number SAHRA/PFU/KIM/02/2025**

Bids must be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Bids can also be emailed to: tenderinfo@sahra.org.za

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: **28 February 2025** at **11:00** no late proposals will be accepted after the closing time.

9. COMMENCEMENT DATE

SAHRA requires the security service at Union Masonic Temple, Kimberley to commence on **during March 2025 at 06h00.__**.

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10. FOR INFORMATION, PLEASE CONTACT IN WRITING:

Supply Chain Management

Ms. Yonela Somtsewu

SCM Manager

The South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Email: ysomtsewu@sahra.org.za