



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/HP&F/06/03/2025

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES
SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR
THE PROCUREMENT OF PAINT AND TOOLS**





1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the procurement of paint and tools.

2. HISTORICAL BACKGROUND

- 2.1 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.
- 2.2 The painting materials and tools specified in the Pricing Schedule are required for maintenance to the various SAHRA-owned facilities.
- 2.3 Supply of paint and tools, as specified in the pricing schedule, or equivalent.
- 2 x Wolf bypass pruner 27 (685mm)
 - 2 x Plastic leaf rake large orange
 - 2 x Stainless spade (trowel)
 - 2 x Hand classic fork
 - 1 x Bowsaw 530mm
 - 2 x Lopper anvil telescopic
 - 1 x Hacksaw mitco
 - 1 x 8pc vde insulated screwdriver set
 - 1 x Hedge shear tele premium wavy blade
 - 1 x L/Duty drain equipment
 - 1 x Squeegee red
 - 1 x Broom 600mm hard red
 - 1 x Ladder aluminum extension 6 m
 - 1 x Chisel punch set 40cr 12pc
 - 1 x All steel handle claw hammer





- 1 x Measuring tape 10m
- 1 x Trowel plaster wooden handle 280mm
- 1 x Stihl FS230 brush cutter
- 2 x Zembe chainsaw and brush cutter shin pads
- 2 x Comfort fit hardness double shoulder belt
- 2 x Professional safety earmuffs
- 1 x Roll 2kg 3.5mm nylon line
- 2 x Foresters helmet assembly
- 1 x Rechargeable lithium- lon hammer drill and screwdriver set 21v
- 1 x Portable eb260 gasoline engine two stroke blower
- 1 x Ryobi impact drill 710 W HID
- 1 x Bosch 700 W 115 mm angle grinder
- 1 x 5L Powafix thinner lacquer
- 1 x 5Kg rags waste
- 4 x Paint roller 225mm
- 4 x Brush paint 50mm
- 4 x Brush paint 100mm
- 1 x Floor paper roll 30mm x 1m p 40
- 1 x Floor paper roll 30mm x 1m p 80
- 1 x 16L Oil base dark brown oak with gloss finish or equivalent floor vanish

2.4 The pricing schedule is attached. Refer to **Annexure B**.

The prices and rates to be included in the pricing schedule are to be the full inclusive prices for the work described below the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable prices shall be set as these will be used as a basis for assessment of payment for additional work that may have to be carried out.

All pricing for the project must be completed on the pricing schedule. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.

2.5 The service provider must submit one invoice for all products provided.





3 TERMS AND CONDITIONS OF PROPOSALS

3.1 All costs and expenses incurred by potential service providers relating to their Tender Offer 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 RFQ Offer or the Cancellation of this project.

3.2 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.

3.3 A valid original Tax Compliance PIN and CSD Registration Report, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered.

All project proposals shall become the property of SAHRA and shall not be returned.

3.4 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the submission.

Service providers are advised that submission of a project proposal gives rise to noncontractual obligations on the part of SAHRA.

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.

SAHRA reserves the right not to reward the proposal to the service provider that scores the highest points.

3.5 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.

3.6 The Bid offers and proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.

3.7 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.





- 3.8 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 ~~form~~ will result in your proposal being excluded from the evaluation process.
- 3.9 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.
- 3.10 It is the conditions of this RFQ that a quotation is submitted together with the following completed forms:
- 3.10.1 SBD 1 Invitation to BID
 - 3.10.2 Tax Compliance Status Pin
 - 3.10.3 SBD 3 Pricing Schedule
 - 3.10.4 SBD 4 Bidder’s Disclosure form.
 - 3.10.5 SBD 6.1 Preference points claim form (valid BBEE certificate must be submitted together with this completed document).
 - 3.10.6 General Conditions of Contract

NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your quotation.

- 3.11 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.
- 3.12 The Bid offers and proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- 3.13 All returnable Bid documents must be completed in full and be submitted together with the service provider’s proposal.
- 3.14 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 will result in your proposal being excluded from the evaluation process.
- 3.15 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. EVALUATION CRITERIA

a) All bid offers received shall be evaluated based on the following phase out approach:

- **Phase One:** Compliance with the terms of reference and conditions of the RFQ. Failure to meet any of the conditions of the tender will automatically disqualify your bid on this phase.
- **Phase Two:** 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

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.

5. SUBMISSION OFFER

Tender Offers may be submitted marked with the tender number, tender name, and closing date and for the attention of the Supply Chain Management Unit.

Bids may also be submitted by email to: tenderinfo@sahra.org.za

South African Heritage Resources Agency (SAHRA)

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502





It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time. SAHRA will not be held liable and/or responsible for late submissions.

CLOSING DATE

13 March 2025 at 11h00am.

**Queries must be directed in writing to:
Supply Chain Manager:**

Ms. Yonela Somtsewu

Email: ysomtsewu@sahra.org.za

