



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/PFU/25/03/2025

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUPPLY AND INSTALL A NEW ELECTRIC GATE MOTOR AND DO THE NECESSARY REPAIRS TO THE PARKING AREA GATE AT THE HEAD OFFICE LOCATED AT 111 HARRINGTON STREET, CAPE TOWN



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to supply and install a new electric gate motor and do the necessary repairs to the parking area gate at the head office located at 111 Harrington Street, Cape Town

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 has an electric gate motor installed at the parking area based at its 111 Harrington Street office that provides access to SAHRA staff and visitors to the property.
- 2.3 The gate recently started to malfunction and would get stuck halfway when trying to open. By doing a close assessment it was found that the castor wheels on the gate are worn out and, in the process had damaged the gate motor.
- 2.4 A functional gate is crucial for controlling access, preventing unauthorised entry, and protecting against potential threats. By doing the necessary repairs to the gate, SAHRA can prevent security breaches, protect employees and visitors, safeguard company assets, maintain a secure and safe working environment.



3. SCOPE AND SERVICES REQUIRED

3.1 The property identified for the installation of the new electric gate motor and repairs is referred to as the “Head Office” and is situated at 111 Harrington Street, Cape Town.

3.2 The following are required from potential service provider:

PRODUCT DESCRIPTION	QTY / SIZE
Supply and Fit Century D5 evo or similar gate motor	240V AC / 12V DC
Supply and Fit a Lead Acid back up battery for the gate motor.	12V 7.2ah
Program existing remotes	25 x Century Remotes
Supply and Fit wireless sensors	2 x Sensors
Supply and Fit anti-theft bracket with lock	1 x Anti-Theft Bracket
Supply and Fit heavy duty castor wheels	2 x 100mm Castor Wheels
Consumables	Cabling, Trunking, etc.
Warranty	All equipment must come with their relevant product warranties.

3.3 To ensure proper pricing and measurements are submitted at the time of quotation, service providers are required to arrange a visit to the office and look at the scope of work before submitting their final quotation.

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 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.





- 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. SBD 4 Bidder’s Disclosure 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
 - i. Proof of Registration with CSD (National Treasury 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.

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:** 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
Special 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 lowest price shall score a maximum of 80 points.

6. SUBMISSION OF PROPOSALS

6.1 Quotations must be submitted marked as confidential and for the attention of **Supply Chain Management**.

6.2 SAHRA takes no responsibility for mailed request for quotation documents. It is the onus of the service provider to ensure that the document reach the mailbox before closing date and time.

7. CLOSING DATE

Closing date for bid offers and proposals: 25 March 2025 at 11:00am no late proposals will be accepted after the closing time.

For information, please contact in writing:

Ms. Yonela Somtsewu

Supply Chain Management

South African Heritage Resources Agency

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