



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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SCM TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO SUBMIT A
QUOTATION FOR THE TRANSPORTATION OF ITEMS**

/FACEBOOK

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1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) invites suitable qualified service providers to facilitate the relocation of household goods and vehicles for two employees.

2. BACKGROUND

- 2.1 SAHRA is a statutory organisation established under the NHRA and a listed public entity in terms of Public Finance Management Act No 1 of 1999 (PFMA). The primary objective of SAHRA is to coordinate the identification and management of the national estate.
- 2.2 The Human Resources Unit would like to appoint a service provider that will be able to remove or relocate the household goods and two vehicles for the employees of SAHRA

3. SCOPE OF THE SERVICE REQUIRED

- 3.1 The removal will offer transportation services for the employee's vehicle and household goods from Limpopo and Pretoria to Cape Town as per table below.

	Employee 1	Employee 2
Location	805 Tlapeng Mashishimale Phalaborwa 1390	2 Blackwattle Ave Heuweloord Centurion.
Delivery address	Wink Aparthotel Foreshore Pier Place 31 Herengracht Street Cape Town, City Centre 8000	SAHRA Head office, 111 Harrington Street, Cape Town
Description of items / goods	Car (Hyundai I20 Silver)	Renault Kiger (red) Registration is KN 81 WR GP



Delivery address	17-19 Manhattan Road Airport Industrial Access 2 CapeTown 7490	
Description of items / goods	12 Plastic Boxes	

4. TERMS AND CONDITIONS OF PROPOSAL

4.1 **The “Requirement for content of the project proposal” section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.**

- 4.1.1 SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 4.1.2 Bidders are requested to provide a proposal with a clear break down of construction and installation costs.
- 4.1.3 SAHRA may require responsive bidders to present and discuss their proposals.
- 4.1.4 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.1.5 Bidders shall not issue any press release or other public announcement pertaining to the details of their project proposal without the prior written approval of SAHRA.
- 4.1.6 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms. SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 4.1.7 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant bidder’s bid



shall not be considered. (See attached application form for Tax Clearance Certificate.)

- 4.2. The service provider must be registered with an approved and recognized professional body in South Africa. Registration and proof must be attached to the Offer
 - 4.2.2. Any and all project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 4.3. Any and all project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 4.4. The bid offers and proposals should be valid and open to acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.5. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.6. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.7. Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.8. In addition to adherence to the specific terms and conditions of proposals provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, **an original signed copy of which must be submitted together with all other bid documentation.**
- 4.9. **All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.**
- 4.10. The successful bidder will be subject to the supplier clearance process as prescribed by the National Treasury. This process includes verification of



supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.

4.11. The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, Provide insurance of value R500,000.00

4.12. 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 3.1 Pricing Schedule
- c) SBD 4 Declaration of Interests form
- d) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
- e) SBD 7.2 Contract Form
- f) General Conditions of Contract

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

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:** 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

5.2. PRICE (VAT INCLUDED)

80 Points for price will be awarded with reference to the total fixed amount inclusive of VAT.



The service provider with the lowest price shall score the maximum of 80 points

6. SUBMISSION OF QUOTATIONS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of the Supply Chain Management Unit. **Quote No: RFQ SAHRA 02/2025**

Bids must be emailed to: tenderinfo@sahra.org.za

It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA mailbox no later than the closing date and time.

7. CLOSING DATE AND TIME: 25 April 2025 @ 11:00 am

NO LATE BIDS WILL BE ACCEPTED

8. For Supply Chain related enquiries, please contact:

Ms. Yonela Somtsewu
Supply Chain Management Manager
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502
Email: ysomtsewu@sahra.org.za

For technical information, please contact:

Ms. Jacqui Melane
HR Practitioner
South African Heritage Resources Agency
111 Harrington Street
CAPE TOWN
8001
Tel: 021 202 8715
Email: jmelane@sahra.org.za