



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE
RFQ SAHRA 22/2025

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT A QUOTATIONS FOR MINOR ELECTRICAL AND PLUMBING WORKS AT MOOIMEISIESFONTEIN PROPERTY, LOCATED IN RIEBEECK EAST, IN EASTERN CAPE.

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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit a quotation for minor electrical and plumbing works at the Mooimeisiesfontein property, located in Riebeeck East, in Eastern Cape.

2. HISTORICAL BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is a statutory organization established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.2 One of the thirty-six (36) properties owned by SAHRA is 'Mooimeisiesfontein' located in Riebeeck East, in the Eastern Cape. The property consists of a large residential unit and is worthy of preservation in view of various architectural and historical considerations.
- 2.3 This property was occupied by Piet Retief, and he lived there from 1814 to 1836.





3. LOCATION AND SITUATION

- 3.1 Riebeeck East is a small village situated approximately 40km northwest of Makhandia, in the Makana Municipality boundaries in the Eastern Cape. It is accessible by means of a portion of tarmac and a gravel road
- 3.2 The property is a large rectangular shaped stand measuring 69 156m² and hosts a single main building and an outbuildings and old stables. The property is at a close distance to the R400 which is also the main road of the village.
- 3.3 Access to the property can be gained from the R400 road utilizing small unpaved roads. The access road is a low traffic route. The property is near the remainder of the village, but distant to basic amenities only found in Makhandia such as banks, schools, churches, restaurants etc. (Approximately 40km away)

4. BACKGROUND

- 4.1 Mooimeisiesfontein dwelling is located at the edge of Riebeeck East on a small portion of the remainder of the original farm. The property is currently occupied by a tenant and is managed by SAHRA
- 4.2 The property was recently refurbished and is well-secured with a perimeter fence.
- 4.3 The recent severe weather, including strong winds and storms, caused some damage to the building. The resulting repair work includes electrical and plumbing maintenance and some additional upgrades.

5. SCOPE OF SERVICES REQUIRED

5.1 The scope of work shall include the following items. Please ensure that all pricing is submitted using the Pricing Schedule.

- The property currently has an electricity account which is managed by Eskom. The service provider will convert electricity account to prepaid electrical meter and supply and install Landis+Gyr 1Phase prepaid meter (Citiq).



- The service provider shall be responsible for registering the electrical meter box under SAHRA. Additionally, electricity tokens must be accessible through multiple vendors including supermarkets, banks, online platforms and mobile banking apps.
- Four (4) light fixtures inside the house are not functioning when switched on. The service will repair four (4) BC light fixtures.
- The light fixtures are relatively new. The service provider is required to conduct faulty findings to determine where the break in the electric connection occurs between the switch and the light fixtures. Once the faulty is identified, the service provider shall supply all materials and carry out the repair to restore the electrical connection.
- The 150L and is already mounted on the bathroom wall. The service provider is expected to supply all necessary electrical material to complete the connection and inspect all associated plumbing fittings for any water leaks, carrying out repairs as needed. A geyser isolator switch must also be accommodated for. All joints and fittings must be checked for leaks after installation.
- The property does not have water tape. The service provider will supply and install a 15mm x ¾" plastic Garden Pro Close tap or of equivalent standards, along with all necessary fittings to connect garden hose.
- The property does not currently have a dedicated washing machine tap. The service provider is to supply and install a slimline 22mm brass tap within the main bathroom to ensure an adequate water supply to the washing machine.
- Upon completion of the project, the service provider shall issue a Certificate of Compliance (COC) for both the electrical and plumbing work.

5.2 The work is expected to be completed within 3 days. Any delays caused by the service provider will be subject to a penalty per day.

5.3 The completion report must be submitted at the completion of the project, accompanied by the employment record. Failure to submit these documents may result in delays of payment until the documents are received and reviewed by SAHRA.

5.4 The service providers must make provisions for ablution facilities and any other necessary facilities for their employees for the duration of the contract to comply with OHS requirement.

6. TERMS AND CONDITIONS OF PROPOSALS

- 6.1 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 Tender Offer or the Cancellation of this project.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 SAHRA reserves the right not to make any appointment with the proposals submitted.
- 6.6 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.
- 6.7 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.
- 6.8 Service providers are required to declare any conflict of interest they may have in for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.



- 6.9 A valid original Tax Compliance Status PIN and CSD Registration Report must be submitted, failing to the extent that the relevant service provider's proposal shall not be considered.
- 6.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 6.11 The proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- 6.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 6.13 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.
- 6.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 6.15 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.
- 6.16 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 6.17 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 will result in your proposal being excluded from the evaluation process.
- 6.18 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.
- 6.19 It is in the conditions of this RFQ that a quotation is submitted together with the following completed forms;



- a) SBD 1 Invitation to BID
- b) Proof of Tax Compliance Status Pin
- c) SBD 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).

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

6.20 The service provider must be registered with the Construction Industry Development Board (CIDB) and hold an active grading appropriate to the scope and value of the project. The minimum **CIDB** requirement for this project is **EB 1** (Electrical Works). Proof of registration must be submitted with the tender.

7.22 The service provider must be registered with a recognized and accredited electrical regulatory body, such as the Electrical Contracting Board of South Africa (ECB). Registration with the Department of Labour is also necessary. The service provider must be authorized to issue a Certificate of Compliance (CoC) for electrical installations. A valid registration certificate must be included in the submission.

7. 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 tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender in this phase.
- **Phase Two:** 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
Special Goals	20
Black owned company	10
Women	5
Youth	2
Disability	3
Total points for Price and SPECIFIC GOALS	100

8. 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.

9. SUBMISSION OFFER

Quotations must be submitted in a sealed envelope, marked with the tender number, tender name, and closing date and for the attention of the Supply Chain Management Unit.

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

South African Heritage Resources Agency (SAHRA)

111 Harrington Street

Cape Town

8000

Tel: 021 462 450

Bids can also be emailed to: tenderinfo@sahra.org.za for the attention of Supply Chain Management - **Quote No: RFQ SAHRA 22/2025.**



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 deliveries and submissions.

10. CLOSING DATE AND TIME

**03 September 2025 at 11h00.
NO LATE PROPOSALS WILL BE ACCEPTED.**

11. Queries must be directed in writing to:

Contact person regarding Terms of Reference:

Acting Site Supervisor

Mr. Bongani Qwakumbana

TEL: 046 622 8722

E-mail: bqwakumbana@sahra.org.za

Contact person regarding Supply Chain Management

Process:

Acting Supply Chain Compliance Officer

Ms. Mandisa Tantsi

E-mail: mtantsi@sahra.org.za

TEL: 0212028665