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Department of Arts and Culture

29 JANUARY 2019

## TERMS OF REFERENCE

### **THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED HERITAGE PROFESSIONALS TO SUBMIT A QUOTATION FOR THE DRAFTING AND SUBMISSION OF A METHOD STATEMENT AND RELATED SERVICES FOR THE REFURBISHMENT OF THE WELCOME COTTAGE PROPERTY SITUATED IN GLENCAIRN, CAPE TOWN.**

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#### **1. PURPOSE**

- 1.1 The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced heritage professional service providers to submit a quotation for drafting and submission of a Method Statement for the refurbishment of the Welcome Cottage property situated in Glencairn, Cape Town.

#### **2. BACKGROUND**

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of 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 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.
- 2.3 Welcome Cottage is one of the thirty-six (36) properties owned by SAHRA. It consists of a main homestead, two additional houses, three outbuildings and the surrounding landscape. The property is situated at 36 Glen Oak Road in Glencairn, Western Cape. It was declared a national monument on 27 December 1985 by Item 22, page 12 of Government Gazette No. 10047. The property has been re-graded by the local provincial heritage authority to a Grade III A status, however the site is still protected as a Grade II.



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- 2.3 The proposed refurbishment for the three buildings on the property is recommended with the intention of converting it into a use that is more economically viable. Welcome Cottage has been identified as one of the properties that can be repurposed for socio-economic benefit.
- 2.4 The project is currently managed by an appointed professional team consisting of a Quantity Surveyor, Structural Engineer and Architect.
- 2.5 The requirements for a permit approval as advised by the provincial heritage authority (Heritage Western Cape) subsequent to the initial application is detailed in Item No. 3.

### **3. SCOPE OF SERVICES**

- 3.1 A qualified heritage professional with experience in architectural conservation is required for the drafting of a Method Statement for the Welcome Cottage property. In a permit application submitted to the local heritage authority, the Heritage Western Cape (HWC), the following factors were listed as requirements to submit the Method Statement:
  - 3.1.1 Socio-historical significance.  
(This information is available and obtainable from SAHRA)
  - 3.1.2 The built fabric analysis specifically a fabric analysis of the areas to be impacted with input of a structural engineer with heritage experience.  
(This information is available and obtainable from SAHRA)
  - 3.1.3 Statement of significance which clarify and spatially map boundaries.  
(This information is available and obtainable from SAHRA)
  - 3.1.4 The impacts of the proposed works to be undertaken on the existing building and other resources of heritage significance.
  - 3.1.5 The mitigations of the impacts on the existing building and other resources of heritage significance. Heritage design to be incorporated in final design proposals  
(This information will be obtainable from SAHRA)



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- 3.1.6 Public participation to include interested and affected parties.  
(This information is available and obtainable from SAHRA)
- 3.1.7 A SDP to include measured drawings of the existing structures and buildings and set of full scale architectural layout drawings of the proposed work including all plans, sections and elevations as well as a landscape plan  
(This information is available and obtainable from SAHRA)
- 3.1.8 Integrated recommendations
- 3.1.9 The information available and obtainable from SAHRA must be collated along with the heritage statement and submitted as a full document to the relevant provincial heritage authority.
- 3.2 The heritage professional must also administer and manage the permit application process.
- 3.3 A progress report must be submitted to the client of the applicable conservation methods applied for the duration of the project.
- 3.4 The service provider will submit the draft copy for approval by the client and effect the amendments to the Method Statement as and when required by the client and/or the provincial heritage resources authority.
- 3.5 The Method Statement must be submitted in the appropriate format for submission to the provincial heritage resources authority. Two hard copies and an electronic copy of the final method statement must be submitted to the client.
- 3.6 The final Method Statement is the ownership of SAHRA.



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#### **4. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER**

- 4.1 A quotation in respect of all your fees and charges/ disbursements (costs) must be submitted. The service provider must reflect a detailed account of the fees
- 4.2 Proof of qualification and registration as a heritage professional for the conservation of heritage buildings/properties.
- 4.3 Proof of registration with the relevant professional bodies
- 4.4 Company profile
- 4.5 Track record of similar projects undertaken (provide full details including references with names and contact numbers)
- 4.6 Submit a Methodology on how the work will be undertaken and completed.

#### **5. TERMS AND CONDITIONS OF TENDERING**

- 5.1 All costs and expenses incurred by potential service providers relating to their submission of the tender 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 or the cancellation of this project.
- 5.2 While SAHRA endeavours 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.
- 5.3 SAHRA reserves the right to waive deficiencies in project proposals/quotations. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal/quotation will be solely within the discretion of SAHRA.
- 5.4 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/quotations.
- 5.5 SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 5.6 Service providers shall not make available or disclose details pertaining to the tender/quotation with anyone not specifically involved, unless authorized to do so by SAHRA.



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- 5.7 Service providers shall not issue any press release or other public announcement pertaining to details of their tender/quotation without the prior written approval of SAHRA.
- 5.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender/quotation is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal and/or tender/quotation where such a conflict of interest exists or where such potential conflict of interest may arise.
- 5.9 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)
- 5.10 Any and all project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 5.11 The tender should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 5.12 Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 5.13 It is expected of service providers to familiarise themselves with the property before submitting their tender offer.
- 5.14 SAHRA reserves the right not to accept any proposal and/or tender which does not comply with the TERMS OF REFERENCE and conditions set out in the tender documents.
- 5.15 Please note that SAHRA will view every proposal and/or tender against the spirit and purpose of the National Heritage Resources Act No 25 of 1999.
- 5.16 SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.



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5.17 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.

5.18 All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.

5.19 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.

5.20 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.

5.21 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 2 Tax Clearance certificate application form;
- c) SBD 3.3 Pricing Schedule;
- d) SBD 4 Declaration of Interests 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;
- g) SBD 8 Declaration of Bidders SCM practices;
- h) SBD 9 Declaration of independent bid determination;
- i) General Conditions of Contract (**PLEASE INITIAL EACH PAGE, AS PROOF THAT THE BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT**).

**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.**

5.22 SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.



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## 6 EVALUATION CRITERIA

6.1 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 / tender. Failure to meet any of the conditions of the proposal / tender will automatically disqualify your proposal / tender on this phase.
- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

No.	Quality Criteria	Sub-criteria	
			Points
1	Number of years of experience in the built environment for the drafting and submission of a heritage statement for buildings/properties:		50
	5 or more projects of developing a heritage statement = 5		
	4 projects of developing a heritage statement = 4		
	3 projects of developing a heritage statement = 3		
	2 projects of developing a heritage statement = 2		
2	1 projects of developing a heritage statement = 1		
	Include written references with contactable details		
	Number of heritage statement projects successfully completed:		50
	5 or more projects = 5		
	4 projects = 4		
	3 projects = 3		
	2 projects = 2		
	1 project = 1		
TOTAL			100

**A bidder must obtain a minimum of 70 points on the prequalification phase in order to progress to the next phase. Failure to obtain 70 points will render your proposal non-responsive.**

- **Phase three:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;



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<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 7 **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 the maximum 80 points.

## 8 **SUBMISSION OF TENDERS**

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of:  
Supply Chain Management

Bid No: SAHRA/HPM/WC/01/2019

Project Name: Drafting and Submission of a Method Statement and related services for the Refurbishment of Welcome Cottage situated in Glencairn, Cape Town.

**Quotations must be placed in the Tender Box located at:**

**SAHRA's Head Office**

**111 Harrington Street,**

**Cape Town**

**Tel: 021 462 4502**

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.



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## 9 CLOSING DATE AND TIME

**Closing Date: 15 February 2019 at 10h00**

A site visit is highly recommended and may be arranged with the Properties Manager at [zallie@sahra.org.za](mailto:zallie@sahra.org.za)

No lateTenders will be accepted.

## 10 For information, please send a written query to:

### Technical Information:

Mr Adrian Marais  
Architect  
ARM Architects  
Tel: 021 820 8004  
Email: [Adrian@arm-architects.com](mailto:Adrian@arm-architects.com)

Mr Grant Fredericks  
Structural Engineer  
Helix 4D  
Tel: 083 380 1401  
Email: [grant@helix4D.co.za](mailto:grant@helix4D.co.za)

### Supply Chain Management:

Mr Disang Kolwane  
Acting Supply Chain Manager  
SAHRA  
Tel: 021 462 4502  
Email: [dkolwane@sahra.org.za](mailto:dkolwane@sahra.org.za)