



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

# **SOUTH AFRICAN HERITAGE RESOURCES AGENCY**

## **SCM TERMS OF REFERENCE**

**RFQ SAHRA 46/2026 - THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUPPLY AND INSTALL AN INVERTER AND BATTERY BACKUP SYSTEM TO THEIR HEAD OFFICE BUILDING SERVER ROOM SITUATED AT 79 ROELAND STREET, CAPE TOWN.**



## 1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to supply and install a dedicated inverter and lithium battery backup system for the SAHRA server room located at 79 Roeland Street, Cape Town. The system is intended to provide continuous, stable, and reliable backup power exclusively to critical ICT equipment within the server room, ensuring uninterrupted operations during power outages. This installation will replace the existing UPS and its associated lead-acid battery banks, which are no longer adequate for current operational requirements.

## 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 is experiencing operational disruptions from either scheduled maintenance or due to loadshedding and seeks to install a reliable backup power solution that ensures seamless ICT functionality for a minimum of four (4) hours during outages.
- 2.3 The system must supply backup power exclusively to server room equipment, including server racks, networking equipment, and critical ICT power outlets. No staff-area plugs, lighting circuits, or non-ICT loads shall be connected to the inverter.
- 2.4 The SAHRA server room currently utilises a total measured load of 1,806 W, rounded up to 2 kW. The inverter specification has been set higher to allow for future ICT growth. The inverter system will support only critical ICT loads: servers, networking equipment, firewall, storage systems, and essential server-room lighting.
- 2.5 Based on current assessments, the server room appears to operate on a single-phase supply, as all equipment is single-phase. However, this must be confirmed by the service provider during the compulsory site briefing.

### 3. SCOPE AND SERVICES REQUIRED

3.1 The installation site is the SAHRA Server Room, 3rd Floor, 79 Roeland Street, Cape Town.

3.2 The following are required from potential service provider:

| PRODUCT DESCRIPTION   | QTY / SIZE   |
|---|--|
| Pure Sine Wave Hybrid Inverter (Deye or similar)            | 5 kW (48 V input), including Wi-Fi dongle for remote monitoring.   |
| Lithium-Ion Battery / LiFePO <sub>4</sub> (Deye or similar) | 48 V system with 12 kWh total storage capacity   |
| Installation and Consumables                                | Cabling, DB, turnover switch, circuit breakers, fuses, trunking, conduit, cable trays, wall-mounted brackets, etc.   |
| Circuit Breaker for Server Room Plugs                       | Server room plugs must be isolated and moved to a dedicated circuit breaker. A dedicated Server Room Sub-DB must be created or updated to isolate ICT loads from general building loads. Only this Sub-DB will be fed by the inverter. |
| Support and Maintenance                                     | 3 Years with optional extension  |
| Warranty  | All equipment must include full manufacturer support and warranties.   |

3.3 The appointed service provider must provide a Certificate of Compliance (COC) after installation and will be required to sign a Service Level Agreement (SLA) for support and maintenance.

3.4 This system will replace the existing UPS and associated lead-acid batteries currently installed in the server room to achieve longer, more stable backup capacity.

3.5 A **compulsory on-site briefing session** will be held to ensure accurate assessments, measurements, and understanding of the full scope by all interested service providers.

3.6 The service provider must complete and submit the attached (Annexure A) pricing schedule to clearly reflect all components required to fulfil the full specifications. The Pricing Schedule must reflect the **same total amount** as the formal quotation submitted.

3.7 The service provider must submit an invoice for completed work. Progress payments may be made but must be accompanied by a detailed progress report. Failure to submit the report may result in delayed payment processing.

3.8 Bidders must note that a 10% (ten percent) retention will apply and will be payable 30 days after final completion.

### 3.9 **Technical Approach and Methodology**

The service provider must submit a detailed Technical Approach and Methodology as part of their proposal. This must outline:

- Understanding of SAHRA's server room environment
- Installation methodology, including inverter and battery placement
- DB isolation process for ICT loads
- Cable routing, protection, and SANS 10142-1 compliance
- System commissioning procedures
- Risk management and mitigation
- Remote monitoring setup
- Project plan and installation timelines

## 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.
- 4.10 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.11 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.12 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.
- 4.13 SAHRA reserves the right not to award or not award the proposal to the service provider that scores the highest points.

- 4.14 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.
- 4.15 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.
- 4.16 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.
- 4.17 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 PPR2022 (valid BBBEE certificate / Sworn Affidavit must be submitted together with this completed document.
  - f. Contract Form – Rendering of Services (To be filled in by the winning bidder)
  - g. General Conditions of Contract
  - h. Proof of valid registration with the Central Supplier Database (CSD)

**NB: Failure to submit original 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: MANDATORY COMPLIANCE**

All proposals will first be assessed for compliance with the Terms of Reference and the mandatory conditions of the bid.

Failure to comply with any requirement in this phase will result in automatic disqualification.

To be considered for evaluation, bidders must comply with the following mandatory requirements:

1. Submission of all required and fully completed Standard bid documents (SBD 1, SBD 3.3, SBD 4, SBD 6.1 with BBBEE certificate, Contract Form.
2. Submission of a standing SARS Tax Compliance Status Pin
3. Proof of registration with ECASA or a similar recognised electrical contractor association.
4. Proof that the bidder employs a qualified and registered electrician authorised to issue a Certificate of Compliance (CoC).
5. Attendance of the compulsory briefing session (attendance register will be used to verify this).
6. Completion of the detailed pricing schedule as provided in the TOR.
7. Acknowledgement and acceptance of the Terms of Reference and all conditions of the bid.
8. Submission of the proposal before the stipulated closing date and time.

Failure to meet any of the above mandatory conditions will result in automatic disqualification.

## PHASE TWO: FUNCTIONALITY EVALUATION (100 POINTS TOTAL)

### 1. Relevant Experience (50 Points)

| No. | Criteria  | Weight |
|-----|---|--------|
| 1.  | <b>Experience in Solar / Inverter Installations:</b> <ul style="list-style-type: none"> <li>• 9 or more completed projects – 50 points</li> <li>• 7 to 8 completed projects – 40 points</li> <li>• 5 to 6 completed projects – 30 points</li> <li>• 3 to 4 completed projects – 20 points</li> <li>• 1 to 2 completed projects – 10 points</li> <li>• 0 projects – 0 points</li> </ul> <b>Proof required: Bidders must submit signed reference letters from clients that include the client contact details for similar projects.</b> | 50     |

### 2. Qualifications & Certifications (50 points)

This criterion evaluates the professional qualifications, electrical competencies, and relevant certifications of the service provider and the installation team. Bidders must provide documentary proof for all items listed.

| No. | Criteria   | Weight |
|-----|--|--------|
| 2.1 | Registered Installation Electrician / Master Electrician<br><br>Proof of a qualified, registered Installation Electrician or Master Installation Electrician who will supervise and sign off the installation and issue the Certificate of Compliance (CoC). <ul style="list-style-type: none"> <li>• Master Installation Electrician – <b>20 points</b></li> <li>• Installation Electrician – <b>15 points</b></li> <li>• Single-phase Electrician – <b>5 points</b></li> <li>• No proof submitted – <b>0 points</b></li> </ul> | 20     |
| 2.2 | Proof of Ability to Issue a CoC<br><br>Valid Department of Employment and Labour (DoEL) registration enabling the electrician to issue an electrical CoC. <ul style="list-style-type: none"> <li>• Valid registration provided – <b>10 points</b></li> <li>• Not provided – <b>0 points</b></li> </ul>   | 10     |

|     |   |    |
|-----|---|----|
| 2.3 | <p>Inverter/Battery Manufacturer Training or Accreditation</p> <p>Proof of training or installer certification from recognised brands such as Deye, Victron, Sunsynk, FreedomWon, Hubble, etc.</p> <ul style="list-style-type: none"> <li>• Two or more certifications – <b>10 points</b></li> <li>• One certification – <b>5 points</b></li> <li>• None – <b>0 points</b></li> </ul> | 10 |
| 2.4 | <p>Health &amp; Safety Certification:</p> <p>Valid certification for the installation team: e.g., Working at Heights, Electrical Safety, Safe Handling of Batteries.</p> <ul style="list-style-type: none"> <li>• Two or more valid certificates – <b>10 points</b></li> <li>• One valid certificate – <b>5 points</b></li> <li>• None – <b>0 points</b></li> </ul>                   | 10 |

**A bidder must obtain a minimum of 60 points in phase two (2) in order to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.**

- **Phase three:** preference points on specific goals as follows;

| Preference Point System | Points     |
|-------------------------|------------|
| <b>Price</b>            | <b>80</b>  |
| <b>Special Goals</b>    | <b>20</b>  |
| Black owned company     | 8          |
| Women                   | 4          |
| Youth                   | 5          |
| Disability              | 3          |
| <b>TOTAL</b>            | <b>100</b> |

## 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 Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Management - **Bid No: RFQ SAHRA 46/2026**

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

South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8000

Bids can also be emailed to: [tenderinfo@sahra.org.za](mailto:tenderinfo@sahra.org.za)

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.

## 7. CLOSING DATE

Closing date for bid offers and proposals: 25 February 2026 at 11:00 no late proposals shall be accepted.

## 8. COMPULSORY BRIEFING MEETING

18 February 2026 at 11:00  
SAHRA offices, 3<sup>rd</sup> floor,  
79 Roeland Street,  
Cape Town.

### **For information, please contact in writing:**

Ms Nondumiso Octavia Dlamini  
SCM Officer  
South African Heritage Resources Agency  
Email: [odlamini@sahra.org.za](mailto:odlamini@sahra.org.za)

## **ANNEXURE A: PRICING SCHEDULE**

### **PRICING SCHEDULE (To Be Completed by the Service Provider)**

Service providers must complete the table below in full. All amounts must be VAT inclusive.

The quoted price must be fully inclusive of all labour, materials, equipment, and components required to deliver a complete and fully functional installation. No additional items, costs, or variations may be claimed after award unless pre-approved in writing by SAHRA.

The Pricing Schedule must reflect the same total amount as the formal quotation submitted.

Failure to provide complete and itemised pricing may result in disqualification.

#### **A. EQUIPMENT SUPPLY**

| Item No. | Description                                      | Quantity / Specification                      | Unit Price (Incl. VAT) | Total Price (Incl. VAT) |
|----------|--|---|------------------------|-------------------------|
| 1        | Pure Sine Wave Hybrid Inverter (Deye or similar) | 5 kW (48 V), incl. Wi-Fi dongle               | R_____                 | R_____                  |
| 2        | Lithium-Ion / LiFePO <sub>4</sub> Battery System | 48 V, 12 kWh total usable capacity            | R_____                 | R_____                  |
| 3        | Battery Cabinet / Wall Mount Bracket             | If applicable                                 | R_____                 | R_____                  |
| 4        | Monitoring System Setup                          | Configuration of Wi-Fi dongle & remote portal | R_____                 | R_____                  |
| 5        | Surge Protection Equipment                       | AC & DC surge arrestors (if required)         | R_____                 | R_____                  |

#### **B. INSTALLATION COSTS**

| Item No. | Description         | Quantity / Specification  | Unit Price (Incl. VAT) | Total Price (Incl. VAT) |
|----------|---------------------|---|------------------------|-------------------------|
| 6        | Installation Labour | Full installation of inverter, batteries, cabling, trunking, etc. | R_____                 | R_____                  |

|    |                                    |   |        |        |
|----|------------------------------------|---|--------|--------|
| 7  | Cabling & Wiring                   | AC/DC cabling, lugs, connectors, trunking, cable trays etc.               | R_____ | R_____ |
| 8  | Electrical Distribution Board Work | Creation/upgrade of dedicated Server Room Sub-DB; isolation of ICT loads. | R_____ | R_____ |
| 9  | Circuit Breakers & Protection      | Breakers, fuses, isolators, surge protection, earthing                    | R_____ | R_____ |
| 10 | Turnover / Changeover Switch       | Supply & installation   | R_____ | R_____ |

### C. PROFESSIONAL SERVICES & COMPLIANCE

| Item No. | Description                     | Specification  | Price (Incl. VAT) |
|----------|---------------------------------|--|-------------------|
| 11       | Certificate of Compliance (CoC) | Issued by a qualified electrician                        | R_____            |
| 12       | System Commissioning            | Testing, load verification, final commissioning          | R_____            |
| 13       | Documentation                   | As-built diagrams, SLD, warranties, commissioning report | R_____            |

### D. SUPPORT, WARRANTY & SLA

| Item No. | Description                         | Specification                                     | Price (Incl. VAT) |
|----------|-------------------------------------|---|-------------------|
| 14       | Warranty                            | Manufacturer warranty for inverter & batteries    | Included / R_____ |
| 15       | Maintenance & Support SLA (3 Years) | On-site support, fault response, firmware updates | R_____            |

### E. OPTIONAL COSTS (If Applicable)

*(Service providers must list any additional recommended components. These will be evaluated separately.)*



| Optional Item | Description                 | Unit Price (Incl. VAT) | Total Price (Incl. VAT) |
|---------------|-----------------------------|------------------------|-------------------------|
| Optional 1    | Additional battery capacity | R_____                 | R_____                  |
| Optional 2    | Remote monitoring hardware  | R_____                 | R_____                  |
| Optional 3    | Solar-ready configuration   | R_____                 | R_____                  |

## F. TOTAL PROJECT COST

| Component                      | Amount (Incl. VAT) |
|--------------------------------|--------------------|
| A. Total Equipment Cost        | R_____             |
| B. Total Installation Cost     | R_____             |
| C. Total Professional Services | R_____             |
| D. Total SLA / Support         | R_____             |
| <b>GRAND TOTAL (Incl. VAT)</b> | <b>R_____</b>      |

## G. DECLARATION BY SERVICE PROVIDER

I, the undersigned, declare that the prices quoted above are **fixed, inclusive of VAT**, and valid for **90 days**, and that all work will be completed in accordance with the TOR requirements.

**Company Name:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

