



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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SCM TERMS OF REFERENCE

RFQ SAHRA 56/2026 - THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE REPAIR, SUPPLY AND INSTALLATION OF AIR CONDITIONING UNITS AT THE OFFICE LOCATED AT 79 ROELAND, ZONNEBLOEM, CAPE TOWN.





TERMS OF REFERENCE

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers for the repair, supply and installation of air conditioning units at the office located at 79 Roeland, Zonnebloem, 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. The periodical servicing of SAHRA's air conditioners was carried out and faults were identified. Whilst attending to the Three (3) faulty air-conditioning units in our 79 Roeland Office, we found that the server room need a new air conditioning unit and one of the offices near the open plan as well.
- 2.3. The main purpose for the repairs and installation of the air conditioning units is to provide a comfortable working environment for employees and reduce the risk of health-related illnesses and a comfortable working environment.
- 2.4. Prevent damage to sensitive equipment, especially in the ICT server room.



3. SCOPE AND SERVICES REQUIRED

The following are required from the potential service provider:

PRODUCT DESCRIPTION	QTY / SIZE
AC Unit 4 – Samsung Highwall Unit (AQ12UGPNXFA)	<ul style="list-style-type: none"> • Replace faulty compressor and capacitor • Pressure test and re-gas system
AC Unit 12 – Samsung Highwall Unit	<ul style="list-style-type: none"> • Replace faulty compressor and capacitor • Pressure test and re-gas system
AC Unit 15 – Samsung Highwall Unit (AQ12UGPNXFA)	<ul style="list-style-type: none"> • Replace faulty compressor and capacitor • Pressure test and re-gas system
Office 3	<ul style="list-style-type: none"> • Supply and installation of a 12 000btu highwall inverter split AC system.
Office 9	<ul style="list-style-type: none"> • Supply and installation of a 18 000btu highwall inverter split AC system.
Server Room	<ul style="list-style-type: none"> • Supply and installation of a 12 000btu highwall inverter split AC system.
Additional Work	<ul style="list-style-type: none"> • Remove four (4) condenser units from their current positions and re-install them at a easily access location. • The service provider should advise on a suitable area for the move of the four (4) identified condensers. • All costs involved should be quoted on.
Contingency	A 10% contingency fee also needs to be included in the quotation by the service provider.
Consumables	Electrical COC, Cabling, Trunking, Refrigeration gas, etc.
Warranty	<ul style="list-style-type: none"> • All equipment must come with their relevant product warranties. • A minimum 5-year warranty is required on the compressor of the AC unit.



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 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.
- 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 30 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 Bidders disclosure
 - 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
 - g. Proof of valid registration with the Central Supplier Database (CSD Report)

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:

- a) 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.
- b) Submission of a standing SARS Tax Compliance Status Pin
- c) Proof of registration with **SAQCC Gas** or a similar recognized association.
- d) Proof that the bidder employs a qualified and registered electrician authorized to issue a Certificate of Compliance (CoC).
- e) Attendance of the compulsory briefing session (attendance register will be used to verify this).
- f) Acknowledgement and acceptance of the Terms of Reference and all conditions of the bid. Submission of the proposal before the stipulated closing date and time.
- g) Service provider should have valid grade 1EB CIDB registration.

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

- **Phase two:** 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:

Preference Point System	Points
Price	80
Specific 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. Project proposals must be sent via e-mail to tenderinfo@sahra.org.za for the attention of Supply Chain Management - **Bid No: RFQ SAHRA 56/2026**
- 6.2. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

7. CLOSING DATE

Closing date for bid offers and proposals: 30 March 2026 at 11:00

No late proposals will be accepted after the closing time.

8. COMPULSORY BRIEFING MEETING

Monday 23 March 2026 at 11:00

**Venue: 79 Roeland Building,
3rd Floor, Zonnebloem, Cape Town**





9. For the Supply Chain related enquiries, please contact:

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Supply Chain Management

South African Heritage Resources Agency

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