



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

RFQ SAHRA 64/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED MULTIDISCIPLINARY CONSULTING COMPANY IN THE BUILT ENVIRONMENT TO SUBMIT QUOTATIONS FOR THE DESIGN AND EXECUTION OF THE ROGGELAND MANOR HOUSE, IN PAARL AND THE WELCOME COTTAGE PHASE II IN SIMONSTOWN, IN THE WESTER CAPE.



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites a suitably qualified and experienced multidisciplinary consulting companies in the built environment to submit quotations for the design and execution of the Roggeland Manor House, in Paarl and the Welcome Cottage Phase II in Simonstown, in the Western Cape.

The Roggeland Manor House Name is a heritage building, recognised for its architectural and cultural significance.

The Welcome Cottage Phase II, comprising the Annex and the Staff Cottage, forms part of a Grade II heritage site and requires upgrading.

Over time, these buildings have experienced structural wear and requires careful restoration to preserve its historical integrity, ensure safety, and restore its functional usability.

A multidisciplinary approach is essential to integrate architectural, structural, cost, and health & safety expertise into a single coordinated restoration project.

2. HISTORICAL BACKGROUND

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.

SAHRA owns and oversees a portfolio of thirty-six heritage-significant properties across South Africa. Among these is the Dal Josafat Farm, located in Paarl, and the Welcome Cottage located in Glencairn, Simonstown, both in the Western Cape.

Dal Josafat Farm consists of three formerly separate farms, Goede Rust, Non Pareille, and Roggeland which have now been consolidated into a single property. Farms Goede Rust and Non Pareille were originally granted in 1690, with Roggeland Farm granted in 1693. For several centuries, these farms were held by French Huguenots and their descendants. The property also has historical significance as the residence of several founding and prominent members of the Afrikaans Language Movement.





It was declared a national monument by Government Notice No. 291, as published in Government Gazette No. 9588 of 15 February 1985. Its status is a Grade I (National Heritage Site).

The Welcome Cottage property includes three dwellings, namely the Welcome Cottage (main dwelling) and two adjacent smaller dwellings and various outbuildings. The core of the present structures on site date to before 1842. The land on which the Welcome Cottage is built was granted in 1811 in “Perpetual Quitrent” to Johannes Henricus Brand, who was the Deputy Fiscal of Simon's Town. Both the main homestead and the outbuildings are predominantly Cape Dutch in style and of considerable an architectural merit.

3. LOCATION AND SITUATION

Roggeland Farm is located approximately 8km northeast of the Paarl CBD. The area surrounding the property is made up of farms and low-cost residential developments in areas known as Groenenheuvel and Mbekweni.

Access to the property can be gained from the Bo Dal Road, an unpaved road in a well-maintained condition. The access road is a low traffic route. The subject property is in moderate proximity to modern amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities all located in the nearby town of Paarl.

4. PROPERTY BACKGROUND

4.1 Roggeland Farm

- Description of Property: Erf 1341, Roggeland farm, Paarl.
- Registered Owner: South African Heritage Resources Agency
- Construction Materials and Finishes:

Roof - Thatch

Superstructure – Brick with plaster and paint

Window Frames – Wooden frames fitted with clear glass panes

Floor covering – timber, yellow-wood

Ceilings – timber



- **Manor House:** 212m²

Roggeland Farm comprises four (4) buildings, including the Manor House; however, **only the Manor House has been identified for restoration.**

4.2 Welcome Cottage

- Description of Property: Portion 5 of the Farm Welcome Cottage Farm Number 967, Cape RD, Western Cape
- Registered Owner: South African Heritage Resources Agency
- Extent of property: 2885m²
- Construction Material and Finishes

Roof:	Pitched tiled roof
Superstructure:	Brick with plaster & paint
Window:	Wooden / Steel
Floor covering:	Wooden floors
Wall:	Brick with plaster & paint

Welcome Cottage comprises of four (4) buildings, however, **only the Annex and the Staff Cottage are identified for restoration.**

5. OBJECTIVE

The primary objective is to **design, manage, and execute the restoration of the Roggeland Manor House and the Welcome Cottage Phase II which comprises of the Annex and the Staff Cottage (2 dwellings)**, ensuring compliance with heritage, structural, and safety standards.

Specific objectives:

- Validate and update the existing condition assessment report.
- Develop detailed restoration designs and plans.
- Manage and supervise restoration works from inception to completion.
- Ensure cost-effective and timely project delivery.
- Maintain strict adherence to health, safety, and heritage requirements.

6. SCOPE WORK

6.1 The consultancy shall provide the following services **as an integrated team within a single firm from Stage 1 to Stage 6 of the project phase.**

6.1.1 Review and Assessment

- Review the existing condition assessment report and verify its findings.
- Conduct additional site inspections where necessary to ensure a complete understanding of the building's current condition.
- Identify areas requiring urgent intervention.

6.1.2 Design, Planning and Permits

- Develop architectural restoration designs respecting heritage elements.
- Provide structural and electrical engineering plans and specifications.
- Prepare cost estimates, budgets, and implementation schedules.
- Ensure designs comply with applicable heritage regulations, building codes, electrical safety standards, and occupational safety requirements.
- The lead architect, with heritage experience, shall prepare and submit all required permit applications to relevant authorities.

6.1.3 Project Management and Execution

- The lead architect shall act as project manager, overseeing all restoration works.
- Coordinate and manage all subcontractors and specialists, including structural and electrical engineers, quantity surveyor, and health & safety officer.
- Monitor project progress, quality, and costs.
- Ensure compliance with occupational health and safety regulations through the appointed health & safety officer.

6.2 Reporting and Coordination

The consultancy will report to SAHRA's project manager and coordinate with all relevant stakeholders, including heritage authorities, municipal officials, and subcontractors. The lead architect/project manager will serve as the primary point of contact for the client.

All project milestones including associated reports are to be approved by SAHRA prior to proceeding to the next stage of the project. Budgets, cash flows and execution programmes are also subject to the approval of SAHRA.

6.3 Deliverables

- Validated and updated Condition Assessment Report.
- Detailed Restoration Designs and Drawings (architectural, structural, electrical).
- Permit applications submitted and approvals obtained.
- Cost Estimates and Implementation Plan.
- Monthly Progress Reports.
- Final Completion Report.

6.4 Team Composition

The consultancy shall comprise of the following:

- Lead Architect / Project Manager – Degree in Architecture, with proven heritage experience knowledge of conservation principles, experience in permit applications, responsible for overall project management.
- Structural engineer – Degree in Structural Engineering, experience in heritage structures
- Electrical engineer – Degree Electrical Engineering, experience in building restoration and electrical systems compliance
- Quantity Surveyor – Relevant Qualification
- Health & Safety Agent – Certified in occupational health and safety, experience managing construction sites.

6.5 Duration

The consultancy is expected to commence in April 2026 and will extend for the full duration required to complete the restoration project. The total project duration is anticipated to be no longer than four (4) months from site handover subject to timely approvals and site conditions.

6.6 Financial Implications

The estimated value of the restoration works is R 4 000 000,00 (Four Million Rand). Bidders are required to propose their professional fees based on the applicable professional fee guidelines and the estimated project value.

7. TERMS AND CONDITIONS OF PROPOSALS

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 7.6 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.
- 7.7 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.
- 7.8 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.



- 7.9 A good standing Tax Compliance Status Pin, issued by the South African Revenue Services, must be submitted.
- 7.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 7.11 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 7.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 7.13 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.
- 7.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 7.15 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.
- 7.16 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.
- 7.17 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.
- 7.19 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 Compliance Status Pin
- 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. Proof of Registration with National Treasury Central Supplier Database (CSD Report)

NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit a good standing tax compliance status pin.

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

8. EVALUATION CRITERIA

8.1 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:** Minimum Technical Requirements
 - **Heritage Restoration Experience**
 - The bidder must demonstrate experience in the restoration of heritage structures, having successfully completed **not less than three (3) heritage restoration projects**.
 - The bidder must provide the project list indicating the project name, client name and contact details, year completed and description of the heritage restoration work.
 - **Multidisciplinary Company Experience**

- The bidder must have a **minimum of five (5) years' experience operating as a multidisciplinary company** within the built environment sector.
 - Proof of operating as a multidisciplinary company must include the Company Registration document and company profile demonstrating the provision of the required built environment disciplines.
- **Phase three:** The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals 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

8.2 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 the maximum 80 points.

9. SUBMISSION OF PROPOSALS

9.1 Quotations must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management. RFQ SAHRA 64/2026**

Bids may be submitted by email to: **Tenderinfo@sahra.org.za**

9.2 SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the documents reaches SAHRA before closing date and time.



10. CLOSING DATE

Closing date for bid offers and proposals:

07 April 2026 at 11h00.

No late proposals will be accepted after the closing time.

11. For information, please contact in writing:

Supply Chain Management

Mr. Paul Tiyago

SCM Compliance

The South African Heritage Resources Agency

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