



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

RFQ SAHRA 02/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED, EXPERIENCED AND PROFESSIONALLY REGISTERED STRUCTURAL ENGINEERS TO SUBMIT QUOTATIONS FOR THE DESIGN AND EXECUTION OF THE ROOF REPLACEMENT OF THE OLD GAOL BUILDING, IN MAKHANDA IN THE EASTERN CAPE.



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for physical security services for a period of (6) six months at SAHRA's satellite office situated at 220 Vermeulen street in Pretoria central.

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

2.3 The new office space is located within the busy parts of Pretoria central and for this reason the presence of a physical security guard is needed to secure the premises during the day and serve as the first point of contact for visitors and securing the premises during the day and night.

2.4 The appointed service provider will need to provide SAHRA with 24 hour guarding services from Monday to Sunday.

2.5 Having the physical security service provides effective visibility that will enhance the safety of the SAHRA building and employees during normal business hours and overnight.





1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites a suitably qualified, experienced and professionally registered structural engineers to submit quotations for the design and execution of the roof replacement to the Old Gaol building in Makhandla, in the Eastern Cape.

The Old Gaol is a heritage building, recognised for its architectural and cultural significance.

Over time, the roof structure has undergone structural wear and requires careful restoration to preserve its historical integrity, ensure safety, and restore its functional usability.

The services of a structural engineer, with understanding of conservation principles, sensitivity to historic fabric, and the ability to develop structural solutions that preserve the architectural and cultural significance of the building while ensuring compliance with all applicable codes and safety standards, is required for the 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 Old Gaol, located in Makhandla, in the Eastern Cape.

The original portion of this building, with its predominantly Georgian elements, was designed by WO Jones and built in 1823-1824 by AB Dietz. The completed building was handed over to the government in April 1824 and served as a prison for about 150 years.



Proclaimed a Monument by Proclamation No. 2836 dated 27 December 1985.

3. LOCATION AND SITUATION

The subject property is located adjacent to Somerset Street, one of the secondary main roads of Grahamstown, directly opposite the Rhodes University. The CBD is one street block away and offer all the amenities required.

The property is a large rectangular shaped stand measuring 3 736m² and hosts a fortified Gaol comprising of an outer secured perimeter and four inner courtyards.

Access to the property can only be gained from Somerset Street. The front is not fenced or walled in and a total of two access points into the building is available to the front. Good road infrastructure present in the immediate vicinity. The subject property is considered to be in close proximity to the remainder of the town and amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities.

4. PROPERTY BACKGROUND

4.1 Old Gaol

- Description of Property: Old Gaol, Erf 6721 Makhanda.
- Registered Owner: South African Heritage Resources Agency
- Construction Materials and Finishes:
 - Roof – Slate tiles / corrugated iron sheets
 - Superstructure – Stone / Brick with plaster and paint
 - Window Frames – Timber window frames fitted with clear glass panes
 - Floor covering – Combination of Yellow-wood, Oregon Pine, Concrete
 - Ceilings – Oregon pine with yellow-wood beams, Gypsum
- Gross Building Area: 2 191m²

The Old Gaol comprises of the main administration building, courtyards and an outbuilding. **Only the roof structure / covering of the administration building and the outbuilding has been identified for replacement, approximately 500m² roof.**

5. OBJECTIVE

The primary objective is to **design, manage, and execute the restoration / replacement of the roof structure, including covering, ceilings**, ensuring compliance with heritage, structural, and safety standards.

Specific objectives:

- Ensure the structural integrity and safety of the heritage building's roof and associated ceilings.
- Preserve and retain as much of the original heritage fabric, including slate tiles, as possible.
- Replace or reinforce roof and ceilings in a manner that is fully compliant with building regulations and heritage conservation standards.
- Implement a durable rainwater management system to protect the building.
- Obtain all necessary approvals and certification from relevant authorities to validate compliance and quality of the works.

6. SCOPE WORK

6.1 SAHRA requires the services of a suitably qualified and professionally registered Structural Engineer to undertake a comprehensive assessment of the existing roof structure of the Old Gaol and to design and oversee the implementation of required interventions.

It is anticipated that the roof structure may require full or partial replacement. The design shall, as far as reasonably possible, retain and reuse existing slate tiles, with any missing or damaged tiles to be replaced with materials that match the original in character and appearance.

The scope shall further include the inspection and replacement, where necessary, of ceilings associated with the roof structure, as well as the design and installation of compliant rainwater goods, including gutters and downpipes.

All works must comply with applicable building regulations and heritage conservation requirements. The appointed Structural Engineer shall be responsible for preparing and submitting all required documentation to the relevant regulatory and heritage authorities, obtaining necessary approvals, and issuing all applicable certifications and final structural sign-off upon completion of the works.

The appointed structural engineer shall undertake the following:

6.1.1 Assessment of Existing Roof Structure

Conduct a comprehensive inspection of the existing roof and associated ceilings to evaluate their condition, stability, and structural integrity, and determine the extent of repairs or replacement required.

6.1.2 Heritage Preservation

Retain and reuse as much of the original slate tiles as reasonably possible. Any missing or damaged tiles shall be replaced with materials matching the original in character, appearance, and quality.

6.1.3 Structural Design and Replacement

Develop design solutions for the roof and ceilings, including full or partial replacement where necessary, ensuring compliance with all applicable building codes, heritage conservation requirements, and safety standards.

6.1.4 Rainwater Management Systems

Design and specify the installation of gutters, downpipes, and other necessary rainwater management components to protect the building and prolong the lifespan of the roof structure.

6.1.5 Regulatory Submissions and Approvals

Prepare and submit all necessary documentation, drawings, and applications to relevant authorities, including heritage bodies, and obtain all required approvals prior to commencement of works.

6.1.6 Contract Administration and Construction Monitoring:

The Structural Engineer shall provide contract administration and construction monitoring services during the implementation phase. This shall include reviewing contractor submissions, providing technical guidance, conducting site inspections, and ensuring that the works are executed in accordance with the approved designs, specifications, and relevant standards. The Structural Engineer shall liaise with the contractor and other professionals as required but shall not relieve the contractor of its obligations in terms of the construction contract.

6.1.7 Construction Over-sight and Sign-off

Provide professional supervision, inspections, and structural sign-off throughout the implementation of works, ensuring compliance with approved designs and relevant regulations.

6.1.8 Documentation

Issue all final certificates, approvals, and as-built documentation confirming that the roof and associated structures comply with the design, safety, and regulatory requirements.

7. DELIVERABLES

The appointed structural engine shall provide the following deliverables:

7.1 Condition Assessment Report

A detailed report on the existing roof structure and associated ceilings, outlining structural condition, defects, risks, and recommendations for repair or replacement.

7.2 Concept and Detailed Design Documentation

- Concept design report and proposals
- Detailed structural drawings and specifications for roof, ceilings, and rainwater goods
- Material specifications, including approach to reuse and replacement of slate tiles
- Tender documentation, Bill of Quantities, for procurement

7.3 Cost Estimate

A preliminary cost estimate for the proposed structural interventions to inform budgeting and procurement.

7.4 Regulatory Submission Package

All documentation required for submission to relevant authorities:

- Structural drawings and reports
- Supporting technical documents
- Heritage-related motivations and inputs

7.5 Approvals and Permits

Proof of submission and copies of all approvals obtained from relevant regulatory and heritage authorities prior to construction.

7.6 Site Inspection reports

Periodic inspection reports during construction, confirming progress and compliance with the approved design and specifications.

7.7 Structural Sign-off

Formal certification confirming that the works have been completed in accordance with the approved design, relevant standards, and statutory requirements.

7.8 As-built Documentation

Final as-built drawings and documentation reflecting the completed works.

8. FINANCIAL IMPLICATIONS

The estimated cost of the work is budgeted at R 1 000 000,00 (One Million Rand). Bidders are required to propose their professional fees based on the applicable professional fee guidelines on the estimated project value.

9. TERMS AND CONDITIONS OF PROPOSALS

- 9.1 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.
- 9.2 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.
- 9.3 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.



- 9.4 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.
- 9.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 9.6 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.
- 9.7 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.
- 9.8 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.
- 9.9 A Tax Compliance Status Pin, issued by the South African Revenue Services, must be submitted.
- 9.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 9.11 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- 9.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 9.13 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.
- 9.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 9.15 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.



- 9.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 9.17 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 may result in your proposal being excluded from the evaluation process.
- 9.18 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.
- 9.19 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; **kindly submit fully completed Bid Documents**
- SBD 1 Invitation Bid
 - Tax Compliance Status Pin
 - SBD 3.3 Pricing Schedule
 - SBD 4 Declaration of Interests form
 - SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
 - Contract Form – Rendering of Services
 - Proof of Registration with National Treasury 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.

10. EVALUATION CRITERIA

10.1 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 two (2) 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.

List of Projects					
Name of the Client	Name of the Project	Contact Details	Year Completed	Description of Heritage Restoration Work	Price

- **Company Experience**

- The bidder must have a **minimum of five (5) years' experience as a professionally registered structural engineer**.
- Proof of registration as a company in structural engineering services must include the Company Registration document and company profile demonstrating the provision of structural engineering.

- **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



10.2 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.

11. SUBMISSION OF PROPOSALS

11.1 Quotations must be submitted, marked as confidential and for the attention of **Supply Chain Management. RFQ SAHRA 02/2026**

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

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

12. CLOSING DATE

Closing date for bid offers and proposals:

17 April 2026 at 11h00.

No late proposals will be accepted after the closing time.

13. For information, please contact in writing:

Ms. Mandisa Tantsi

Supply Chain Management

The South African Heritage Resources Agency

3rd Floor, 79 On Roeland Street

Cape Town

8000

Tel: 021 462 4502

Email: mtantsi@sahra.org.za

