



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

RFQ SAHRA 14/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS TO REINSTATE THE SAHRA LEASED OFFICE PREMISES TO ITS ORIGINAL LAYOUT AND CONDITION, SITUATED IN CENTRAL CAPE TOWN, WESTERN CAPE.



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations to reinstate the SAHRA leased office premises to its original layout and condition, situated in central Cape Town, Western Cape.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) serves as the national authority responsible for the identification, conservation, and management of South Africa's diverse cultural heritage. As the custodian of heritage resources, SAHRA plays a vital role in ensuring that historical sites, artifacts, and traditions are preserved for future generations while remaining accessible to the public.
- 2.2 The head office functions as the central hub for SAHRA's operations, housing its leadership, administrative units and specialised departments. From this office, SAHRA coordinates national heritage management strategies, oversees compliance with heritage legislation and provides support to provincial and local heritage authorities.
- 2.3 SAHRA currently occupies leased office premises, situated at 79 Roeland Street, 3rd Floor, and is in the process of relocating to alternative accommodation. As part of its lease obligations, the existing premises must be reinstated to their original layout and condition prior to occupation by SAHRA.
- 2.4 Over the course of occupancy SAHRA made modifications to suit operational needs such as installing partitions, cabling, signage and specialised fittings. While these changes enhance functionality during the lease term, they may not align with the landlord's requirements for future tenants. Reinstatement therefore will involve removing tenant-specific alterations, repairing any damage and restoring finishes to the agreed baseline condition.
- 2.5 By reinstating the office space, SAHRA will fulfil its contractual obligations.



3. SCOPE AND SERVICES REQUIRED

- 3.1 The premises identified for reinstatement to the original layout is referred to as the “SAHRA Head Office” and is situated in 79 Roeland Street, 3rd floor, Zonnebloem, Cape Town.
- 3.2 The reinstatement of the premises includes, but may not be limited to, the removal and/or breaking down of existing installations.

The Pricing Schedule will provide the scope of work together with the Terms of Reference. All pricing for the project must be completed on the attached Pricing Schedule referred to as **Annexure A**. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.

- 3.3 To ensure proper pricing and measurements are submitted at the time of quotation, a **compulsory briefing meeting** will be held on site. This briefing meeting will afford each interested service provider the opportunity to be fully aware of and to understand what is required of them in the procurement processes and in the execution of the proposed contract.
- 3.4 The service provider must submit an invoice for work done. Progress payments may be allowed and must be accompanied by a progress report of work done and claimed for. Failure to submit the report may result in payment not being processed.
- 3.5 Bidders must note that a 10% (ten percent) retention will apply and will be payable 30 days after final completion.
- 3.6 The duration and completion of the project should not be longer than four (4) weeks.
- 3.7 A minimum CIDB grade 1 will be needed for this project.

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 A valid original Tax Compliance Status Pin, issued by the South African Revenue Services, must be submitted.
 - 4.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
 - 4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
 - 4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
 - 4.13 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.



- 4.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 4.15 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.
- 4.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 4.17 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.
- 4.18 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.
- 4.19 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 Bidder's Disclosure form
 - e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
 - f. Proof of Registration with National Treasury 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:** 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.

The appointed service provider must meet the following minimum requirements:

- Qualified electricians, plumbers, and HVAC technicians
- Demonstrated experience in reinstatement works (partition removal, ceiling/floor/wall restoration, decommissioning of electrical and plumbing connections). **A minimum of three completed projects with contactable references should be provided.**
- **Phase two:** preference points on specific goals as follows;

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	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 the maximum 80 points.

6. SUBMISSION OF PROPOSALS

6.1 Quotations must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management – RFQ SAHRA 14/2026**

Bids can also be emailed to: 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.

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



7. CLOSING DATE

Closing date for bid offers and proposals: **16 July 2026 at 11:00** no late proposals will be accepted after the closing time.

8. COMPULSORY BRIEFING MEETING

Date and Time: 09 July 2026 at 11h00

Venue: 79 Roeland Street, 3rd floor, Zonnebloem, Cape Town.

For information, please contact in writing:

Supply Chain Management

Mr. Paul Tiyago

SCM Compliance

The South African Heritage Resources Agency

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