



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

RFQ SAHRA 16/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE COLLECTION, TRANSPORTATION AND STORAGE OF BUILDING FABRIC SALVAGED FROM THE UNION MASONIC TEMPLE FOR THE PERIOD OF TWELVE (12) MONTHS IN KIMBERLEY, IN THE NORTHERN CAPE.



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SCM TERMS OF REFERENCE

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1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the collection, transportation and storage of building fabric salvaged from the Union Masonic Temple for the period of twelve (12) months in Kimberley, in the Northern Cape.

2. BACKGROUND

- 2.1 The Union Masonic Temple is in Free State Road, in Kimberley. The Union lodge initiated the erection of this building in 1886 after the Freemason at the diamond fields of Kimberley realized the necessity to own a temple. The foundation stone of the building was laid on the 18 December 1886 and the temple was inaugurated on the 28 January 1887.
- It was declared a national monument by Government Notice No.291, as published in Government Gazette No.9588 of 15 February 1985.
- Current Grading – II (Provincial Heritage Site)
- 2.2 Following the collapse of some mud walls during the restoration, the scope of work must be amended to reconstruction. This has changed the cost of the project and require the procurement of additional built environment services.
- 2.3 The salvaged materials are intended for reuse in the building and must be stored until required. SAHRA requires the services of a suitably qualified service provider to collect identified building fabric from the



current site, transport it safely to a designated storage facility, and store it securely until required. The building fabric forms part of the heritage elements of the property and must therefore be handled with due care to prevent damage.

2.4 An inventory of the items to be collected and stored is attached as Annexure A.

2.5 The service provider will be engaged in a service level agreement with the SAHRA commencing services on 01 August 2026 for a period of 12 months ending 31st of July 2027.

3. OBJECTIVE

3.1. The objective of this appointment is to ensure the safe collection, transportation, handling and storage of the identified building fabric in a manner that preserves its condition and facilitates future retrieval and reinstatement.

4. SCOPE OF SERVICES

4.1. The appointed service provider shall:

- Supply all labour, supervision, tools, lifting equipment, packing materials and transport required to undertake the work.
- Carefully remove, collect and load the identified building fabric.
- Wrap, package and protect all items as necessary to prevent damage during handling and transportation.
- Transport all items to the designated storage facility. The storage facility must be located in Kimberley.
- Offload and place the items in an orderly manner within the storage facility.
- Store items in a clean, secure and weatherproof environment.
- Maintain the integrity of all items throughout the transportation and storage period.
- Ensure that fragile, historic or unique components are handled using appropriate methods.
- Immediately report any damaged, missing or unidentified items before

removal or upon delivery to storage.

4.1. The details of the building's materials are as follows:

- Roof Covering 0.8mm Corrugated sheets (Painted - Red) $\pm 197.0 \text{ m}^2$.
- Side Covering 0.8mm Corrugated sheets (Painted - Green) $\pm 58 \text{ m}^2$.
- Ceiling Tiles Pressed steel textured ceiling panels (Painted - White) $\pm 102.0 \text{ m}^2$.
- Ceiling Planks Tongue and groove pine timber ceiling planks (Painted - Brown) $\pm 53.5 \text{ m}^2$.
- Skylight / Ventilator Oregon pine timber skylight structure with glass windowpanes (Painted - White) 1 off.
- Stage Oregon pine timber stage structure (Painted - Varnished) 1 off.
- Fence 800mm High steel fence panels (Painted - Black) 15.0 m.

4.2. The goods are currently stored at the following premises for collection:

Wiets Self Storage
7 Edison Road
Ashburnham
Kimberly
Northern Cape
8301

5. STORAGE REQUIREMENTS

5.1. The storage facility shall:

- Be secure and access controlled.
- Be weatherproof and protected from water ingress, moisture and direct sunlight.
- Be clean, dry and free from pests.
- Allow for organised storage to facilitate future identification and retrieval.
- Prevent damage arising from stacking or improper handling.

- 5.1. The storage facility shall be a dedicated, professionally managed storage warehouse or commercial storage facility that is suitable for the secure storage of building materials. The use of private residences, garages, backyard structures, informal storage areas, or any unapproved premises shall not be permitted. SAHRA reserves the right to inspect and verify the suitability of the proposed storage facility before commencement of the contract and at any time during the storage period.

6. DELIVERBALES

- 6.1. The service provider shall provide:

- Collection and transportation of all items listed in the inventory.
- Safe storage of the building fabric for the agreed storage period.
- A signed inventory confirming items collected and delivered.
- Photographic records of the items before collection and after placement into storage.
- Immediate written notification of any discrepancies or damage identified during the process.

- 6.1. The service provider is responsible for any damages to the goods from the time of packing, loading, transporting, unloading, and unpacking, and in storage.

7. INSURANCE

- 7.1. The service provider should maintain adequate insurance covering:

- Goods in transit.
- Public liability.
- Damage or loss of stored items.
- Proof of insurance shall be provided upon request.

8. THE FOLLOWING IS REQUIRED FROM THE POTENTIAL SERVICE PROVIDER

- The Final Offer is inclusive of VAT.
- Company profile
- Track record of similar projects undertaken (provide full details including references with names and contact numbers)
- A quotation in respect of all your fees and charges/ disbursements (costs) must be submitted. The service provider must reflect a detailed account of the fees.
- An hourly rate (inclusive of VAT) must also be submitted for any extension of services which may be required.

9. TERMS AND CONDITIONS OF TENDERING

- 9.1. All costs and expenses incurred by potential service providers relating to their submission of the tender 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 tender or the cancellation of this project.
- 9.2. 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.
- 9.3. SAHRA reserves the right to waive deficiencies in project proposals/quotations. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal/quotation 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/quotations.
- 9.5. SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- 9.6. Service providers shall not make available or disclose details pertaining to the tender/quotation 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 tender/quotation 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/quotation is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal and/or tender/quotation where such a conflict of interest exists or where such potential conflict of interest may arise.
- 9.9. A valid Tax PIN, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 9.10. All project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- 9.11. The tender should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 9.12. Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- 9.13. It is expected of service providers to familiarize themselves with the property before submitting their tender offer.
- 9.14. SAHRA reserves the right not to accept any proposal and/or tender which does not comply with the TERMS OF REFERENCE and conditions set out in the tender documents.
- 9.15. Please note that SAHRA will view every proposal and/or tender against the spirit and purpose of the National Heritage Resources Act No 25 of 1999.
- 9.16. SAHRA reserves the right not to award or not award the proposal / tender to the service provider that scores the highest points.
- 9.17. 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.
- 9.18. All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.
- 9.19. 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.
- 9.20. 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.

9.21. It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid Documents:

10. RETURNABLE DOCUMENTS

- SBD 1 Invitation Bid.
- Tax Compliance Status Pin
- SBD 3.3 Pricing Schedule.
- SBD 4 Bidders Disclosure.
- SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
- SBD 7.2 Contract Form – Rendering of Services.

NB: Failure to submit original returnable forms as mentioned above will automatically disqualify your quotation. Please that you submit a CSD Registration Report

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

11. EVALUATION CRITERIA

11.1. 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 / tender. Failure to meet any of the conditions of the proposal / tender will automatically disqualify your proposal/ Tender on this phase

NB: Upon request by SAHRA, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected.

A bidder must obtain a minimum of 60 points on the functionality phase 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
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

11.2. 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.

11.3. The quotation shall separately indicate:

- Collection and loading costs.
- Transportation costs.
- Offloading costs.
- Monthly storage costs.
- Any additional charges that may apply.

All prices shall include labour, equipment, transport, packaging materials and all incidental costs necessary to complete the work.

Rates must be submitted on the **Pricing Schedule (Annexure B)**.



12. SUBMISSION OF QUOTATIONS

Quotations must be submitted via email to tenderinfo@sahra.org.za for the attention of Supply Chain Management- **Quote No: RFQ SAHRA 16/2026**

It remains the onus of the service provider to ensure that their quotation reaches the SAHRA Office no later than the closing date and time.

13. CLOSING DATE AND TIME: 18 August 2026 at 11:00 am NO LATE QUOTATIONS WILL BE ACCEPTED.

14. For Supply Chain Management AND Technical Information please contact;

Mr. Paul Tiyago

Finance contractor

The South African Heritage Resources Agency

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