



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

RFQ SAHRA 15/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE MOVEMENT, STORAGE AND PLACEMENT OF THE SAHRA CAPE TOWN OFFICE FURNITURE AND RELATED ASSETS.



TERMS OF REFERENCE

1. PURPOSE

- 1.1. The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers for the movement, storage and placement of the SAHRA Cape Town office furniture and related assets.

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 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's office accommodation lease is expiring, and the movement and storage of all the furniture and assets in the existing office is required upon vacating the premises. The Cape Town office is currently situated at 79 Roeland street, 3rd floor, Zonnebloem, in Cape Town.

3. SCOPE AND SERVICES REQUIRED

- 3.1 The property identified where the furniture and assets are located is referred to as the "Cape Town Office" and is situated at **79 Roeland street, 3rd floor, Zonnebloem, in Cape Town.**
- 3.2 **The movement, storage and placement of SAHRA's office furniture and assets include but may not be limited to.**



- Removal of all identified furniture and assets from the existing office.
- Removal of air conditioner units.
- Transportation to a secure and reliable storage facility in Cape Town for a period of one month.
- Movement, transportation of all identified furniture and assets to the new office premises that SAHRA will occupy in Cape Town CBD.
- The service provider will assist with assembling of the furniture and the placement of all assets on their designated areas which will be identified.
- The service provider will provide appropriate boxes and assist with the packing of all library books. (approx. 3 000 books)
- The service provider shall provide appropriate packing material / boxes for the packing of files and documents located in the bulk file cabinets located in the office.

3.3 A detailed list of the office furniture and assets that need to be placed into storage and moved to the new premises will be handed to the service providers at the compulsory briefing session.

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 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 All returnable proposal documents must be completed in full and submitted together with the service provider's quote.
- 4.16 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.
- 4.17 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.
- 4.18 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:** 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:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

The appointed service provider must meet the following minimum requirements:

- Experience in moving furniture, IT equipment, files, and sensitive assets.
- Experience in office relocations.
- **A minimum of three completed projects with contactable references should be provided.**

A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.

- **Phase three:** 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
Special Goals	20
Black owned company	10
Women	5
Youth	2
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 the maximum 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 15/2026.**

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: 18 August 2026 at 11:00

No late proposals will be accepted after the closing time.

8. COMPULSORY BRIEFING MEETING

Date and Time: 11 August 2026 at 11h00

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



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AGENCY

AN AGENCY OF THE DEPARTMENT OF SPORTS, ARTS AND CULTURE



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Archaeology, Palaeontology and Meteorites
Maritime and Underwater Cultural Heritage
Heritage Objects
Burial Grounds and Graves

Built Environment
Heritage Protection
National Inventory
Heritage Properties