SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE RFQ SAHRA 28/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES QUOTATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED SPECIALISTS TO UNDERTAKE WOOD-BORING BEETLE INSPECTIONS AND TIMBER CONDITION ASSESSMENTS AT THE ROGGELAND MANOR HOUSE IN PAARL AND THE WELCOME COTTAGE FACILITY IN SIMON'S TOWN, WESTERN CAPE.

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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites quotations from suitably qualified and experienced specialists to undertake wood-boring beetle inspections and timber condition assessments at the Roggeland Manor House in Paarl and the Welcome Cottage facility in Simon's Town, in the Western Cape.

2. 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 is undertaking restoration and conservation projects at two heritage facilities, referred to as the Roggeland Manor, in Paarl and the Welcome Cottage, in Simon's Town, both in the Western Cape.

As part of the restoration process, a specialist is required to undertake wood-boring beetle inspections to establish the presence, extent and severity of any infestation affecting the timber components of the respective buildings.

SAHRA therefore intends to appoint a suitably qualified and experienced specialist to undertake comprehensive inspections and provide technical assessments and recommendations for both facilities.

The inspections must take cognisance of the heritage significance of each facility, with particular emphasis on the retention and conservation of original building fabric.

3. HISTORICAL BACKGROUND

SAHRA owns and oversees a portfolio of thirty-six (36) heritage-significant properties across South Africa. Among these is the Dal Josafat Farm of which the Roggeland Manor forms part of, located in Paarl, and the Welcome Cottage located in Glencairn, Simon's Town, both in the Western Cape.

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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. Its status is a Grade III (Provincial Heritage Site).

4. LOCATION AND SITUATION

The Roggeland Manor on the 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 Groenenheuwel 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.

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5. PROPERTY BACKGROUND

5.1 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 the infestation inspection**.

5.2 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 infestation inspection.**

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6. SCOPE WORK

The appointed specialist will be required to undertake the following services at both the Roggeland Manor and the Welcome Cottage facilities:

6.1 Preliminary Assessment

- Review available building information, architectural drawings, heritage reports and previous inspection records, where available.
- Familiarise themselves with the construction characteristics and heritage significance of each facility.
- Identify the principal timber components requiring inspection.

6.2 Site Inspections

Undertake comprehensive inspections of accessible timber elements at each facility, including but not limited to:

- Roof structures, including trusses, rafters, purlins and supporting members.
- Floor structures, including joists, floorboards and supporting timber.
- Timber ceilings and ceiling support structures.
- Timber doors, windows, frames and shutters.
- Timber staircases, balustrades and handrails.
- Decorative timberwork, joinery and other original timber features.
- Other timber elements identified during the inspection.

6.3 Identification and Assessment

For each facility, the specialist must:

- Identify the likely wood-boring beetle species or group, where possible.
- Determine whether infestation is active or historic.
- Assess the extent and distribution of affected timber.
- Determine the severity of timber deterioration.
- Identify timber components requiring further investigation.
- Document areas that are inaccessible or concealed.

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6.4 Structural Implications

- Identify timber elements where beetle damage may have compromised structural performance.
- Where possible, advise on proposed remedial measures.

6.5 Remedial Recommendations

Provide facility-specific recommendations addressing:

- Appropriate treatment methods.
- Retention and conservation of original timber.
- Localised repairs or timber replacement, where necessary.
- Preventative measures.
- Monitoring and follow-up inspections.

Any proposed treatment must be compatible with the heritage significance and conservation requirements of the respective facility.

7. DELIVERABLES

The appointed specialist must provide the following deliverables:

Item	Deliverable	Roggeland Manor	Welcome Cottage
1.	Preliminary Assessment	Required	Required
2.	Site inspection	Required	Required
3.	Timber Condition Assessment	Required	Required
4.	Identification of Infestation	Required	Required
5.	Photographic Record	Required	Required
6.	Assessment of active / historic infestation	Required	Required
7.	Assessment of timber deterioration	Required	Required
8.	Final technical inspection report	Required	Required

The specialist must submit two separate comprehensive technical reports, one for Roggeland Manor and one for Welcome Cottage.

Each report must include the inspection methodology, findings, photographic evidence, identified risks, conclusions and facility-specific recommendations.

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8. HERITAGE CONSERVATION REQUIREMENTS

The specialist must ensure that the inspection and recommendations are aligned with accepted heritage conservation principles.

Priority must be given to retaining original timber elements and minimising interventions.

No removal, replacement or chemical treatment of original timber may be undertaken without prior consultation and agreement with the architect and relevant heritage authority, where necessary.

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.

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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 any further proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

9.9 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered. (See attached application form for Tax Clearance Certificate)

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:**

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a. SBD 1 Invitation Bid
b. SBD 2 Tax Compliance Status Pin
c. SBD 3.3 Pricing Schedule
d. SBD 4 Bidders Disclosure
e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
f. SBD 7.2Contract Form – Rendering of Services
g. General Conditions of Contact. On the General Conditions of Contract

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.

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
  The bidder must be a registered Wood Destroying Organism (WDO) Inspector and must submit proof of valid registration with the quotation.
  The proposed inspector must provide evidence of relevant experience in conducting wood-boring beetle inspections, supported by details of at least two previous assignments, by including the full details of client, contact details, name of project, year of completion and value of contract.

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- **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**

11. 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.

12. SUBMISSION OF PROPOSALS

12.1 Quotations must be submitted via email for the attention of **Supply Chain Management. RFQ SAHRA 28/2026**

Quotations must be submitted by emailed to: tenderinfo@sahra.org.za

12.2 **No late bids will be accepted**

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13. COMPULSORY SITE MEETING

A compulsory site briefing will be held on **19 November 2026:**
Roggeland Manor, Roggeland Road, Dal Josafat Farm. Paarl at 9h00
Welcome Cottage, 36 Glen Oad Street, Glencairn, Simon's Town at 13h00

A compulsory site briefing will be held at both the Roggeland Manor in Paarl and Welcome Cottage in Simon's Town to familiarise prospective bidders with the facilities and the extent of the required services.
Attendance at the site briefing is compulsory. Bidders who fail to attend the compulsory briefing may be disqualified from the procurement process.

Any queries arising from the site briefing must be submitted in writing to the Client for clarification.

14. CLOSING DATE

Closing date for bid offers and proposals:
26 November 2026 at 11h00.
No late proposals will be accepted after the closing time.

15. For information, please contact in writing:

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