SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE

RFQ SAHRA 29/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES QUOTATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED GEOMATIC SURVEYORS FOR 3D LASER SCANNING, POINT CLOUD PROCESSING AND 3D BIM MODELLING FOR THE ROGGELAND MANOR HOUSE IN PAARL AND THE WELCOME COTTAGE 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 geomatic surveyors for 3D Laser Scanning, Point Cloud Processing and 3D Bim Modelling for the Roggeland Manor in Paarl and the Welcome Cottage in Simon's Town, in the Western Cape.

2. BACKGROUND AND PROJECT OBJECTIVE

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.

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 geomatic surveyor is required to undertake detailed scanning of all buildings, internal and external spaces, and associated visible site infrastructure. The captured information shall be processed, registered and georeferenced to the agreed project coordinate reference system.

The appointed service provider shall further undertake the extraction of 2D CAD drawings and development of 3D Autodesk Revit models based on the registered point cloud data.

The objective is to obtain accurate digital representations of the existing buildings and infrastructure to support future engineering, architectural, refurbishment, upgrade and other project-related requirements.

The appointment shall cover both properties, with separate survey datasets, drawings, models and deliverables provided for each property.

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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.

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 IIIA (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.

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 services**.

5.1.1 The first property shall comprise the existing buildings and associated site infrastructure identified at the following approximate geographical coordinates:

Latitude (Y): -33.693640

Longitude (X): 19.007394

The scanning exercise shall include all accessible internal and external building areas, as well as associated visible infrastructure.

The estimated existing floor plans for Roggeland Manor shall be provided as *Annexure A* and shall be used as preliminary reference information for the assignment.

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

5.2.1 This property shall comprise of the Annex and the Staff Cottage, including associated site infrastructure, at the following approximate geographical coordinates:

Latitude (Y): -34.152935

Longitude (X): 18.409535

The scanning exercise shall include all accessible internal and external areas of both buildings as well as associated visible infrastructure.

The estimated existing floor plans for Annex and Staff Cottage shall be provided as *Annexure B* and shall be used as preliminary reference information for the assignment.

The appointed service provider shall independently verify all dimensions, configurations and existing building conditions through the actual site scanning exercise. The estimated floor plans shall not be regarded as verified survey information.

6. SCOPE WORK

The appointed service provider shall undertake, but not necessarily be limited to, the following services:

6.1 Site Inspection and Survey Planning

- Conduct site inspections at both properties to assess the buildings, internal and external areas and associated infrastructure requiring scanning.
- Review the estimated existing floor plans provided by the Client in the respective annexures.
- Establish the appropriate scanning methodology, equipment requirements and survey control arrangements.
- Identify any access restrictions or areas requiring special scanning arrangements.
- Prepare and submit a detailed work programme indicating the proposed methodology, activities, milestones and anticipated completion dates.

6.2 3D Laser Scanning

- Undertake comprehensive 3D laser scanning of identified buildings at both properties, including internal and external areas.
- Scan all visible site infrastructure and associated structures.

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- Capture the relevant architectural and structural elements, including roofs, floors, walls, columns, beams, staircases and openings.
- Ensure sufficient scanning coverage and resolution to facilitate the accurate extraction of 2D drawings and development of 3D Revit models.
- Ensure that all accessible areas are adequately captured and documented.
- Identify any inaccessible areas or limitations that may affect the completeness of the scanning exercise.

6.3 Point Cloud Processing, Registration and Georeferencing

- Process, clean and register all captured point cloud data.
- Align and combine individual scans into coordinated and unified point cloud datasets.
- Georeference the registered point clouds to the agreed project coordinate reference system.
- Clearly identify the applicable data, projection, coordinate units and vertical reference.
- Undertake quality assurance and verification of the registered point cloud data.
- Prepare and deliver the final registered point clouds in suitable industry-standard formats.

6.4 2D CAD Drawing Extraction

Extract and prepare accurate 2D CAD drawings from the registered point cloud data for both properties. The drawings shall include, but not be limited to:

- Building floor plans and layouts.
- Building sections.
- Internal and external elevations.
- Roof plans, where applicable.
- Relevant architectural and structural details.
- Existing floor levels and spot levels.
- Positions and dimensions of visible building services and infrastructure.
- All drawings shall reflect the actual measured site conditions and shall be submitted in editable DWG format and PDF format.

6.5 3D Autodesk Revit Modelling

Develop coordinated 3D Autodesk Revit models based on the registered point cloud data for all buildings at both properties.

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The models shall accurately represent the existing building conditions and include, but not be limited to, the following elements:

- Columns and walls.
- Superstructure elements, including load-bearing structures, roof supports and associated components.
- Beams, lintels and other visible structural elements.
- Floors and external aprons, indicating existing Finished Floor Levels (FFL).
- Windows and door positions, dimensions and openings, including internal and external facades.
- Loft and attic levels, where applicable.
- Staircases, including existing floor levels and relevant dimensions.
- Walls and bathroom details, including toilets and associated sanitary fittings.
- Spot levels and relevant elevation information.
- Vertical service ducts, including dimensions and positions.
- Roof structures and configurations.
- Visible building services and associated infrastructure.

The Revit models shall be developed to an agreed Level of Development (LOD), sufficient to accurately represent the existing building conditions and support subsequent engineering and design activities.

7. TECHNICAL REQUIREMENTS

The appointed service provider shall:

- Utilise appropriate professional-grade terrestrial 3D laser scanning equipment and associated survey instrumentation.
- Ensure sufficient scanning coverage of all accessible internal and external areas of the buildings.
- Ensure that point cloud registration and georeferencing are undertaken using appropriate survey control and quality assurance procedures.
- Clearly identify the coordinate reference system used for all survey outputs.
- Ensure that all CAD drawings and Revit models are coordinated with the registered point cloud data.
- Provide details of the equipment, software, scanning methodology and processing procedures proposed for the assignment.
- Specify the anticipated survey accuracy and point cloud registration tolerances.

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- Ensure that all final deliverables are suitable for subsequent engineering, architectural and design purposes.

The coordinate reference system shall be confirmed with the Client prior to commencement of the assignment. The service provider shall specify the appropriate horizontal coordinate reference system, datum, projection, units and vertical reference for each property.

8. PROJECT DELIVERBALES

The appointed service provider shall provide the following deliverables for each property separately:

- Site inspection and scanning methodology report.
- Detailed project work programme.
- Registered and georeferenced point cloud datasets.
- Point cloud data in E57 and/or other agreed industry-standard formats.
- 2D CAD drawings, including floor plans, sections and elevations.
- Editable DWG drawings and corresponding PDF drawings.
- Complete 3D Autodesk Revit model of the existing buildings.
- Native Revit model files (RVT) and agreed exchange formats.
- Coordinate reference system and survey control information.
- Survey accuracy and quality assurance report.
- Final electronic submission of all survey data, drawings and models.

All deliverables shall be clearly identified according to the relevant property and building.

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.

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

9.9 Any and all project proposals shall become the property of SAHRA and shall not be returned.

9.10 The proposals should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.

9.11 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.

9.12 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.

9.13 SAHRA reserves the right not to award, or not award, the proposal to the service provider that scores the highest points.

9.14 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.

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9.15 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.

9.16 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.

9.17 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.

9.18 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 3.1 Pricing Schedule
d) SBD 4 Bidder's disclosure
e) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
f) General Conditions of Contract

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.

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

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- The lead surveyor must be registered with SAGC as either a Geomatics Professional Engineering Surveyor (GPr. ES) or Geomatics Technologist Engineering Surveyor (GTg. ES).
- The bidder must provide the individual's SAGC registration number and proof of current registration.
- The registration must be verifiable through the SAGC register.
- The bidder must have successfully completed two projects within the last three years. The details of the projects, including the name and contact details of the client, name of project, value of services rendered, and year of completion must be submitted at the time of tender.

- **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 to tenderinfo@sahra.org.za for the attention of Supply Chain Management - **Bid No: RFQ SAHRA 29/2026.**

12.2 It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA mail box no later than the closing date and time.

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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 **10h30**
Welcome Cottage, 36 Glen Oad Street, Glencairn, Simon's Town at **14h30**

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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