SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

RFQ SAHRA 32/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE PROVISION OF PHYSICAL SECURITY SERVICES FOR A PERIOD OF (6) SIX MONTHS AT SAHRA OFFICES IN PAARL AND ROGGELAND FARM.

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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers for the provision of physical security services for a period of (6) six months at SAHRA offices in Paarl office and Roggeland Farm.

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 SAHRA are in the process of appointing a qualified service provider for the provision of physical security services to their **Paarl office** and **Roggeland farm** situated at Dal Josafat on the Roggeland road in Paarl, according to specifications specified under Clause 3 of this document for a period of six (6) months).

2.3 The appointed service provider will need to provide SAHRA with 24 hour guarding services from Monday to Sunday, including public holidays.

2.4 Having the physical security service provides effective visibility that will enhance the safety of the SAHRA properties and employees on a 24-hour period.

3. SCOPE AND SERVICES REQUIRED

3.1 Two (2) Grade C security guards to be placed at SAHRA's **Paarl office**, one (1) for the day shift and one (1) for the night shift with guard dog. Security services must be

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provided during weekdays, weekends, and public holidays, on a 24-hour basis for **twelve (12) months**.

3.3 Two (2) Grade C security guards to be placed at SAHRA's **Roggeland farm,** one (1) for the day shift and one (1) for the night shift with guard dog. Security services must be provided during weekdays, weekends, and public holidays, on a 24-hour basis for **twelve (12) months.**

3.4 A patrolling tag system that will provide daily reports is required to ensure sufficient patrols are carried out day and night. Physical patrols to be carried out throughout the building and the entire outside premises. These patrol reports will also need to be made available on request by SAHRA.

3.5 In addition to physical patrols, the guards shall provide on-site access to SAHRA visitors during the day and keep record in the visitors' register. All visitors that pose threat to SAHRA employees and premises must be restrained.

3.6 Reputable, accredited, and reliable security services company with necessary capacity, resources, experience, and expertise.

3.7 Well trained and equipped security guards on the sites (proof of training and accreditation with PSIRA will be required).

3.8 The security guards contracts will also need to be provided to SAHRA on appointed of the successful bidder.

3.9 It will be expected of the guards to be equipped with two-way radio, baton, handcuffs, pepper sprays and any other equipment to ensure their safety and the safety of premises. The equipment must aid the security to efficiently carry out their duties/functions.

3.10 In order to ensure that the deployed guards are acting in accordance with the site and post instruction, the Service Provider is required to perform supervisory checks by a manager with at least a Grade B (PSIRA) on the premises at least two times per 12-hour shift.

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3.11 The appointed service provider is to comply with the Main Collective Agreement published on 2 February 2024 in Gazette Number 50065 authorising the National Bargaining Council for the Private Sector established during the year 2020, in terms of section 27 of the Labour Relations Act, 66 of 1995. The Council is mandated to oversee compliance with the prescribed minimum conditions of employment and fair labour practices set out in its Collective Agreements.

4. INFRASTRUCTURE

4.1 The Service provider must have the following infrastructure:

4.1.1 An operating office / control room which is telephonically contactable 24/7.

4.1.2 The Bidder must have offices around Cape Town and/or Paarl within 60KM Radius from Client

4.1.3 Two-way radios.

4.1.4 Security Registers (e.g. Occurrence Book, Pocketbook and Visitors register)

4.1.5 Company uniform for the Security Officers.

4.1.6 The guards that will be responsible for the sites at the Paarl office and Roggeland farm should be in possession of a **dog handlers training certificate**.

4.1.7 A guard house with an ablution facility will need to be placed at the entrance gate or identified area for all two (2) sites (Paarl office and Roggeland).

5. TERMS AND CONDITIONS OF PROPOSALS

5.1 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.

5.2 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.

5.3 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.

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5.4 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.

5.5 SAHRA reserves the right not to make any appointment from the proposals submitted.

5.6 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.

5.7 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.

5.8 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.

5.9 A valid Tax Compliance Status Pin, issued by the South African Revenue Services, must be submitted.

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

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

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

5.13 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.

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

5.15 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.

5.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote.

5.17 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.

5.18 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.

5.19 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. Tax Compliance status pin.
c. SBD 3.3 Pricing Schedule
d. New SBD 4 Declaration of Interests form
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)

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit a valid tax compliance status pin.

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

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6. EVALUATION CRITERIA

6.1 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**: Functionality criteria (Obtaining the minimum threshold for functionality as set out below)

No.	Criteria	Scoring	Weight
1.	**Number of years' experience in the security sector** 10 Years and above 7-9 Years 5-6 Years 3-4 Years 1-2 Year Include proof of registration as a security company.	 5 4 3 2 1	**50**
2.	**Demonstrate companies experience in successful implementation of a security services on farms and offices in the last ten (5) years:** 10 years and above 7-9 Years 5-6 Years 3-4 Years 1-2 Year	 5 4 3 2 1	**50**

	Provide contactable references of previous work undertaken with names.		
Total			**100**

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:** 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**

6.2 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.

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7. SUBMISSION OF PROPOSALS

7.1 Quotations must be submitted via email to tenderinfo@sahra.org.za for the attention of **Supply Chain Management**. **Quote No: RFQ SAHRA 32/2026**

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

8. CLOSING DATE

Closing date for bid offers and proposals: 27 November 2026 at 11:00 no late proposals will be accepted after the closing time.

For information, please contact in writing:
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South African Heritage Resources Agency
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