SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE RFQ SAHRA 30/2026

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR PHYSICAL SECURITY SERVICES FOR A PERIOD OF (6) SIX MONTHS AT SAHRA's SATELLITE OFFICE SITUATED AT 220 MADIBA STREET IN PRETORIA CENTRAL.

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Cape Town

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for physical security services for a period of (6) six months at SAHRA's satellite office situated at 220 Madiba Street in Pretoria central.

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 is currently occupying an office space in the Pretoria central area where the Pretoria staff are residing. This office space is located within the busy parts of Pretoria central and for this reason the presence of a physical security guard is needed to secure the premises during the day and serve as the first point of contact for visitors and doing patrols at night after staff leave the office.

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

2.4 Having the physical security service provides effective visibility that will enhance the safety of the SAHRA building and employees during normal business hours and overnight.

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3. SCOPE AND SERVICES REQUIRED

3.1 Two Grade C security guards to be placed at SAHRA's Pretoria office - one for the day shift and one for the night shift. Security services must be provided during weekdays, weekends, and public holidays, on a 24-hour basis.

3.2 A tag patrolling 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.

3.3 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.

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

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

3.6 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.

3.7 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 on the premises at least two times per 12-hour shift.

3.8 The service provider must submit the signed employee contracts of the persons to be deployed to the site. Certified copies of the identity documents must be submitted with the signed contracts. Failure to submit the signed contracts, and IDs, will result in disqualification of the bid.

3.9 Certified copies of Security Officers Registration documents must be submitted with the bid. Failure to submit the registration documents will result in disqualification of the bid.

4. INFRUSTRUCTURE

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 Pretoria within 60KM Radius from Client
4.1.3 Two-way radio.
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 Company Vehicle/s to transport Security Officers and patrols.

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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.

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

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

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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.

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 and a sample annual report book.

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. 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 Contract Form – Rendering of Services
g. 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 your 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.

6. EVALUATION CRITERIA

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

No.	Criteria	Scoring	Weight
1.	**Number of years' experience in Physical Guarding** 10 Years and above 7-9 Years 4-6 Years 2-3 Years 1 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 and implementation in the last five (5) years:** 10 and above refences 7-9 refences 4-6 refences 2-3 refences 1 refence No reference Provide references of previous work undertaken with names	 5 4 3 2 1 0	**50**
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.

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- 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**

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.

7. SUBMISSION OF PROPOSALS

7.1 Quotations must be submitted via email for the attention of **Supply Chain Management. Quote No: RFQ SAHRA 30/2026**

Quotations must be submitted to tenderinfo@sahra.org.za.

7.2 it remains the onus of the service provider to ensure that their quotation reaches the mail on time

8. CLOSING DATE

Closing date for bid offers and proposals: ***24 November 2026*** **at** ***11:00*** **no late** proposals will be accepted after the closing time.

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For information, please contact in writing:

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South African Heritage Resources Agency

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