



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/HO/01/01/2024

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES
SUITABLY QUALIFIED AND EXPERIENCED BUILT ENVIRONMENT
PROFESSIONAL SERVICE PROVIDERS (ARCHITECTS, ENGINEERS, HEALTH AND
SAFETY AGENTS, QUANTITY SURVEYORS) TO SUBMIT PROPOSALS FOR THE
DESIGN AND EXECUTION OF THE ACQUISITION AND UPGRADES OF THE
SAHRA HEAD OFFICE ACCOMMODATION, IN CAPE TOWN, WESTERN CAPE.**



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Indicate which service/s you are submitting your bid for by ticking the box provided. (Bidder(s) / Tenderers can participate in one or more discipline on the Panel or select those that they are interested in and will be evaluated on what they select).

| Number | Services | <input type="checkbox"/> |
|--------|--|--------------------------|
| 1 | Architect and Interiors Architect | <input type="checkbox"/> |
| 2 | Engineers (Structural, Civil, Traffic, Geotechnical) | <input type="checkbox"/> |
| 3 | Engineers (Electrical, Mechanical, ICT) | <input type="checkbox"/> |
| 4 | Quantity Surveyor | <input type="checkbox"/> |
| 5 | Health and Safety | <input type="checkbox"/> |

| | |
|---|--|
| Name of Tenderer: | |
| Total Amount Tendered (Ex VAT): | |
| Total Amount Tendered (In Words): (Ex VAT) | |



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced built environment professional service providers for the design and execution of the Acquisition and Upgrades of the SAHRA Head Office Accommodation in Cape Town, Western Cape.

2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture 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 SAHRA Head Office is located at 111 Harrington Street, Cape Town, in the Western Cape. It is currently occupied by 60 staff members, with the balance of 25 staff members occupying a leased building adjacent to the SAHRA Head Office.

3. PROPERTY AND HISTORICAL BACKGROUND

- 3.1 The subject property comprises two distinct buildings, namely the Granite Lodge and the adjacent building which was the extension. The buildings are of historical significance and have been refurbished to offer office accommodation.

The Granite Lodge was built in c. 1834 and is a predominantly Georgian granite-fronted house, which was built for Anthony Oliphant, the first Attorney-General of the Cape Colony. This house was subsequently occupied by the artist and tobacconist, Otto Landsberg from 1845 to 1865. Following which, Mary Arthur purchased the house, and it was used as the St George's Orphanage for Girls.

- 3.2 The adjacent building was constructed as an extension to the orphanage, and it was designed in 1917 by the architects Parker and Forsyth. The buildings were renovated,



and what is referred to as the Parker building, was extended in 1993 for the predecessor of SAHRA, the National Monuments Council.

- 3.3 The two buildings have been linked internally, therefore offering easy access between the different areas. The external façade of the buildings noted the two different styles. Although the buildings are old, they have been refurbished to offer good quality office accommodation.
- 3.4 Declared a national monument by Government Notice No. 2157, as published in Government Gazette 12814 of 2 November 1990. Current grading: Grade II (PHS).

4. PROPERTY INFORMATION

Deed description of property: Erf 147880, Cape Town, City of Cape Town

Registered owner: South African Heritage Resources Agency

Extent of subject property: 1 505m²

Title Deed Number: T15765/1991

Zoning: Mixed Use 3

Coverage: 100%

Height: Maximum height above base level to top of roof: 38.0m

Street Centreline Setback: Council may require a street centreline setback, in which case:

- (i) all buildings or structures on the land unit shall be set back 8m from the centre line of the abutting public street or streets; and
- (ii) the provisions of section 18.2 shall apply.

Building Lines: Street building line and common building line

Points on a building above base level

| | |
|-------------------------------|------------------------------|
| up to 10,0m: | 0,0 m |
| over 10,0 m and up to 25,0 m: | 0,0 m |
| over 25,0 m and up to 38,0 m: | (H minus 25,0m) divided by 2 |

Parking ratio: Offices: 4 bays per 100m² GLA

5. LOCATION AND SITUATION

- 5.1 The subject property is situated on the periphery of the Cape Town Central Business District (CBD), within Zonnebloem and adjacent to Gardens. The Cape Town CBD is a popular node, offering both commercial and residential property. The Zonnebloem precinct is situated to the east of the CBD and is a large area, extending along the N2 National Road and includes District 6. Zonnebloem offers a diverse mix of property types, including commercial property along spine routes as well as a large residential component.
- 5.2 The subject property is situated on the corners of Harrington, Roeland and Canterbury Streets in Zonnebloem. This is considered a good location with excellent exposure to passing trade. Roeland Street is a key arterial through the area, linking Philip Kgosana Drive to Plein Street and Parliament.
- 5.3 The main pedestrian entrance is located on Harrington Street, with the subject property forming 109 and 111 Harrington Street. The vehicular entrance is located on Canterbury Street and this allows access to the rear parking area.



Figure 1: Locality map: Erf 147880, 109-111 Harrington Street, SAHRA office



6. 109 and 111 HARRINGTON STREET

- 6.1 The main pedestrian entrance to the two buildings is 111 Harrington Street and this allows access into the reception foyer. This area offers a reception desk, seating area and access to various walkways. The reception foyer offers exposed brickwork, and this adds to the appeal of the area. This area is double volume and is an aesthetically appealing entrance. The boardroom is accessed directly from the reception foyer and this room offers a large meeting area.
- 6.2 The ground floors of both buildings are easily accessible from the reception foyer, with various passageways extending from the central core. The ground floor offers both smaller individual offices as well as larger rooms which offer open plan working areas. Given the history of the buildings, the layout is such that it follows an older dwelling type design, with various rooms, storerooms, and walkways. The finishes to the offices are of a fair standard, with timber and carpet floor coverings.
- 6.3 Separate male and female ablution facilities are located on this floor, as well as a single shower. A disabled WC and basin are also located on the ground floor. The sanitary ware is dated, but of a fair standard.
- There is a small kitchen on the ground floor, and this offers a double sink and built in cupboards (BIC). To the rear of the Granite Lodge, there is a small open courtyard offering a seating area. A door at the rear of the reception foyer allows access from the main building to the rear parking area.
- 6.4 Three staircases allow access between the ground and first floors. The first floor of the building offers several offices, similar to the ground floor, with both smaller and larger offices. The offices are typically the bedrooms of the dwelling and are of a good extent. Some of the offices in the Granite Lodge open out onto a narrow balcony overlooking Harrington Street.
- In addition, the first floor of the dwelling also offers a large staff pause area. This area is of a large extent and forms a communal meeting area. A kitchen is accessed directly from this area, comprising BIC and a double sink.
- 6.5 The library is also accessed from the staff area. The library is split between two areas, with the upper portion offering a small extent and opening out onto the roof.

- 6.6 Overall, the subject property has been well maintained and the historic charm of the building has been maintained, through elegant refurbishment and careful attention to detail. In some sections of the building, there are sash windows, shutters, chandeliers, high ceilings and fireplaces which adds to the unique appeal of the subject property. Although the building has been refurbished to offer office accommodation, the grandeur of the historic buildings has not been lost, particularly with regards to the Granite Lodge.
- 6.7 The parking area of the subject property is located at the rear and is accessed from Canterbury Street. This paved area offers 14 demarcated parking bays, as well as three secure garages.
- 6.8 The Belhambra tree, at the rear of the building and in the main parking area, can grow to a height of 25m, with a 12m diameter canopy, and a buttressed base of over 4m in diameter, and can have a life span of over 150 years. This specimen is of substantial girth and with its large, spreading canopy, provides an important oasis of shade and greenery in the urban landscape.
- The value of a tree to a context is determined by landscape value, ecological functions, culture and heritage value and socioeconomics. This tree is considered to be of high value on all counts. It should be considered valuable not least for its stature, or irreplaceability and contribution to the urban environment, despite being an exotic variety. (*Rennie Scurr Architects – Feasibility Report*).

7. ACQUISITION AND UPGRADES DESIGN OF THE SAHRA HEAD OFFICE

- 7.1 The property identified for the acquisition and upgrades is Erf 147880, referred to as the SAHRA Head office, situated at 109-111 Harrington Street, Cape Town, Western Cape.
- 7.2 The concept is the refurbishment and expansion which includes the modernisation of the existing structures that should interconnect to the proposed new 7-level building with high-end specifications.

7.3 In a feasibility undertaken by SAHRA, it was determined that the current bulk of erf 147880, 111 Harrington Street, Cape Town can be increased to accommodate SAHRA's needs for additional office space and on-site parking.

7.4 The intention is to phase the project as follows:

7.4.1 **Phase I:** the development and construction of the new 7-level building which is to include parking facilities and offices, elevator, office finishings, external work, site services, car park and adherence to local authority requirements.

7.4.2 **Phase II:** the refurbishment of the existing structures which includes, but is not limited to, the replacement of the roof, improved accessibility routes from the entrance to the rest of the building, office finishings, external work and site services, and all adherence to local authority requirements.



Figure 2: Showing the footprints of the proposed phase layouts

7.5 The estimated escalated construction costs including professional fees and VAT for the above-mentioned phases is R 136 000 000,00 (One Hundred and Thirty-Six Million Rand). The estimated project duration is estimated to be 29 months.



- 7.6 The National Heritage Resources Act 1999, the Space Planning and Norms for Office Accommodation used by Organs of State 2005, DSAC Infrastructure Management Policy 2021, Government Immovable Asset Management Act 2007, the Public Finance Management Act 1999, and the Occupational Health & Safety Act 1993, must be adhered too, and to direct all efforts to comply with, for the proposed Head Office Accommodation refurbishment and expansion project.
- 7.7 A **compulsory briefing meeting** will be held. This compulsory briefing meeting will afford each interested service provider the opportunity to be fully aware of and to



understand what is required of them in the procurement processes and in the execution of the contract.

8. SCOPE OF SERVICES

8.1 Standard professional services as per the Guideline Scope of Services rendered by persons registered in the relevant Built Environment Councils - (SACPMP; SACAP; SACQSP; ECSA).

8.2 The service provider must be registered with the relevant Built Environment Councils - (SACPMP; SACAP; SACQSP; ECSA) for the specific discipline(s) they are bidding for.

Architectural and Interiors Architect Service:

The scope of works for all Architectural and Interior Architect services is as per the South African Council for the Architectural Profession Act 44 of 2000, Section 34 for all stages of the project as listed below.

1. Inception
2. Concept and Viability
3. Design Development
4. Documentation and Procurement
5. Construction
6. Close-out

Engineering Service:

The scope of works for all Engineering services is as per the Guideline Professional Fees (Scope of services and tariff of fees for persons registered in terms of the engineering profession act, 46 of 2000) for the following stages.

1. Inception
2. Concept and Viability
3. Design Development
4. Documentation and Procurement
5. Contract Administration and Inspection
6. Close-out



Quantity Surveyor

Scope of Work for Quantity Surveyors Services is as per the South African Council for the Quantity Surveying Profession established in terms of the Quantity Surveying Professional Act 2000 (Act 49 of 2000) Section 34 for all stages of the project as listed below:

1. Inception
2. Concept and Viability
3. Design Development
4. Documentation and Procurement
5. Construction
6. Close-out

Health and Safety Agent

Scope of Work for the Health and Safety Agents is as per the Guideline Scope of Services and Recommended Guideline Tariff of Fees For Construction Health and Safety Professionals Registered in terms of the Project and Construction Management Professions Act, 2000 for the following stages:

1. Project Initiation and Briefing
2. Concept and Feasibility
3. Design Development
4. Tender Documentation and Procurement
5. Construction Documentation and Management
6. Project Close out.



7. EMPLOYMENT OPPORTUNITIES

- a. In support of the National Government of South Africa's aim to alleviate poverty through the creation of employment opportunities, the Employer is seeking to increase the intensity of labour, as appropriate, in all of its infrastructure sector projects.
- b. The professional service provider is to allow for construction work to be executed in such a manner so as to maximise the use of labour-intensive construction methods in order to provide unskilled and semi-skilled employment opportunities.
- c. All employment opportunities created for the project, and employment used on the project from the concept stage to close, must be documented and submitted to SAHRA in the format required.

8. TERMS AND CONDITIONS OF PROPOSALS

- a. All costs and expenses incurred by potential service providers relating to their Tender Offer 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 Tender Offer or the Cancellation of this project.
- b. While SAHRA endeavours to ensure that all information provided to all potential service providers are accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- c. 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.
- d. 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.
- e. SAHRA reserves the right not to make any appointment from the proposals submitted.



- f. 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.
- g. 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.
- h. Service providers are required to declare any conflict of interest they may have in 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.
- i. A valid Tax Compliance PIN and/or CSD Registration Report, must be submitted, failing which the relevant service provider's proposal shall not be considered.
- j. Any and all project proposals shall become the property of SAHRA and shall not be returned.
- k. The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- l. Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- m. 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.
- n. SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- o. 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.
- p. The Bid offers, and proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- q. All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- r. 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 will result in your proposal being excluded from the evaluation process.

- s. 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.
- t. The following bidding requirements shall be deemed compulsory:
 - i. **Architecture:** An architectural firm or firm which provides architectural services shall also need to tender for the Interiors Architect to be deemed responsive for award of the tender.
 - ii. **Engineering (Structural, Civil, Traffic, Geotechnical):** A Civil/ Structural Engineering firm or firm which provides Civil/ Structural Engineering services shall need to tender for all disciplines (Structural, Civil, Traffic, Geotechnical) to be deemed responsive for award of the tender.
 - iii. **Engineering (Electrical, Mechanical, ICT):** An Electrical/ Mechanical Engineering firm or firm which provides Electrical/ Mechanical Engineering services shall need to tender for all disciplines (Electrical, Mechanical, ICT) to be deemed responsive for award of the tender.
- u. The following sub-contracting arrangements shall be allowed:
 - i. **Architecture:** An architectural firm or firm which provides architectural services may use a sub-contractor to execute the Interiors Architecture scope of works, provided that the resource score sufficient points to pass the functional evaluation.
 - ii. **Engineering (Structural, Civil, Traffic, Geotechnical):** A Civil/ Structural Engineering firm or firm which provides Civil/ Structural Engineering services may use sub-contractors to execute the traffic and/or geotechnical engineering scope of works, provided that the resource(s) score sufficient points to pass the functional evaluation.
 - iii. **Engineering (Electrical, Mechanical, ICT):** An Electrical/ Mechanical Engineering firm or firm which provides Electrical/ Mechanical Engineering services may use sub-contractors to execute the ICT engineering scope of works, provided that the



resource(s) score sufficient points to pass the functional evaluation.

v. It is the conditions of this bid that, a quotation is submitted together with the following mandatory requirements;

- a) SBD 1 Invitation Bid
- b) Pricing Schedule
- c) SBD 3.3
- d) SBD 4 Declaration of Interests form
- e) SBD 6.1 Preference points claim form (PPR 2022). A valid BBBEE certificate/ sworn affidavit must be submitted together with this completed document.
- f) SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- g) SBD 9 Certificate of Independent Bid Determination
- h) Attendance of compulsory briefing session. Proof of attendance will be verified by the briefing session register.
- i) Company Experience Table – See **Form A**
- j) Tax Compliance Status PIN

NB: Failure to submit 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.



11 . EVALUATION CRITERIA

All bid offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the bid. Failure to meet any of the conditions of the bid will automatically disqualify your bid on this phase.
- **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

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



Table 1 Architects Requirements

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **60 points for each discipline (Architectural and Interiors Architect)** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows.



1.1 Architect

| 1. | Architectural professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|--|---|--|---|
| 1.1 | Proof that the Tendering entity has done Architectural professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 1.3 | Key Personnel Experience x 2 Resources | Non-Responsive Less than 2 Resources registered as a PrArch. | Minimum Requirements 2 Resources. Each resource to be registered as a PrArch. | Maximum Requirements |
| 2.1 | Proof that the Architectural Resources have done Architectural professional services work for the project construction value above R30 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Architectural Resource years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



1.2 Interiors Architect

| 1. | Architectural professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|---|---|--|---|
| 1.1 | Proof that the Tendering entity has done interior Architectural professional services work for the project construction value above R2 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 1.3 | Key Personnel Experience x 1 Resources | Disqualification Less than 1 Resources registered as a PrArch. | Minimum Requirements 1 Resource. Resource to be registered as a PrArch. | Maximum Requirements |
| 2.1 | Proof that the Interior Architect Resource has done Interior Architectural professional services work for the project construction value above R2 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Interiors Architectural Resource years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



Table 2. Engineers Requirements – Mechanical, Electrical and ICT

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **60 points for each discipline (Mechanical, Electrical and ICT)** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows.



2.1 Mechanical Engineering

| 1. | Mechanical Engineering professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|---|---|--|---|
| 1.1 | Proof that the Tendering entity has done Mechanical Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resource | Disqualification No Resource registered as a PrEng or PrTech. | Minimum Requirements 1 Resource. To be registered as a PrEng or PrTech. | Maximum Requirements |
| 2.1 | Proof that the Mechanical Engineering Resource has done Mechanical Engineering professional services work for a project construction value above R30 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Mechanical Engineer's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



2.2 Electrical Engineering

| 1. | Electrical Engineering professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|---|---|--|---|
| 1.1 | Proof that the Tendering entity has done Electrical Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resource | Disqualification No Resource registered as a PrEng or PrTech. | Minimum Requirements 1 Resources. To be registered as a PrEng or PrTech. | Maximum Requirements |
| 2.1 | Proof that the Electrical Engineering Resources have done Electrical Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Electrical Engineer's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



2.3 ICT Engineering

| 1. | ICT Engineering professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|--|---|--|---|
| 1.1 | Proof that the Tendering entity has done ICT Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resource | Disqualification No Resource registered as a PrEng or PrTech. | Minimum Requirements 1 Resources. To be registered as a PrEng or PrTech.. | Maximum Requirements |
| 2.1 | Proof that the ICT Engineering Resources have done Electrical Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead ICT Engineer's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 5 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



Table 3. Engineers Requirements – Structural, Civil, Traffic, Geotechnical

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **60 points for each discipline (Structural, Civil, Traffic, Geotechnical)** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows.



3.1 Structural Engineering

| 1. | Structural Engineering professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|---|---|--|---|
| 1.1 | Proof that the Tendering entity has done Structural Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resource | Disqualification No Resource registered as a PrEng or PrTech. | Minimum Requirements 1 Resources. To be registered as a PrEng or PrTech. | Maximum Requirements |
| 2.1 | Proof that the Structural Engineering Resources have done Structural Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Structural Engineer's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



3.2 Civil Engineering

| 1. | Civil Engineering professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|--|---|--|---|
| 1.1 | Proof that the Tendering entity has done Civil Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resource | Disqualification No Resource registered as a PrEng or PrTech. | Minimum Requirements 1 Resources. To be registered as a PrEng or PrTech. | Maximum Requirements |
| 2.1 | Proof that the Civil Engineering Resources have done Structural Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Civil Engineer's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



3.3 Geotechnical Engineering

| 1. | Geotechnical Engineering professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|---|---|--|---|
| 1.1 | Proof that the Tendering entity has done Civil/ Structural Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resource | Disqualification No Resource registered as a PrEng or PrTech. | Minimum Requirements 1 Resources. To be registered as a PrEng or PrTech. | Maximum Requirements |
| 2.1 | Proof that the Geotechnical Engineering Resources have done Geotechnical Engineering professional services work for the project construction value above R10 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Geotechnical Engineer's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



3.4 Traffic Engineering

| 1. | Traffic Engineering professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|--|---|--|---|
| 1.1 | Proof that the Tendering entity has done Civil/structural Engineering professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resource | Disqualification No Resource registered as a PrEng or PrTech. | Minimum Requirements 1 Resources. To be registered as a PrEng or PrTech.. | Maximum Requirements |
| 2.1 | Proof that the Traffic Engineering Resources have done Traffic Engineering professional services work for the project construction value above R5 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Traffic Engineer's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



Table 4. Occupational Health and Safety Requirements

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **60 points** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows:

| 1. | Occupational Health and Safety professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|-----|---|---|--|---|
| 1.1 | Proof that the Tendering entity has done Occupational Health and Safety professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 | Disqualification No Resource registered with SACPCMP as a Professional Construction Health and Safety Agent | Minimum Requirements 1 Resources. registered with SACPCMP as a Professional Construction Health and Safety Agent | Maximum Requirements |
| 2.1 | Proof that the Occupational Health and Safety Resources have done Occupational Health and Safety professional services work for the project construction value above R10 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Occupational Health and Safety Agent's years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 7 years' experience 0 points | 7 to 15 years experience 15 points | More Than 15 years' experience 30 points |



Table 5. Quantity Surveyors Requirements

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **60 points** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows:

| 1. | Quantity Surveyors professional services experience within Built Environment | Non-Responsive | Minimum Requirements | Maximum Requirements |
|------------|---|---|--|---|
| 1.1 | Proof that the Tendering entity has done Quantity Surveying professional services work for the project construction value above R30 million each (inclusive of VAT) in Built Environment (4 points per reference in Form A) | Less than Three (3) contactable references 0 points | Minimum Three (3) contactable references 12 points | Maximum Five (5) contactable references 20 points |
| 1.2 | Proof of the Tendering entities years of experience in the industry. (As demonstrated by Company Registration Documents) | Less than 2 years' experience 0 points | 2 to 7 years experience 15 points | More Than 7 years' experience 20 points |
| 2. | Key Personnel Experience x 1 Resources | Disqualification Less than 2 Resources registered as a PrQs. | Minimum Requirements 2 Resources. Each resource to be registered as a PrQs. | Maximum Requirements |
| 2.1 | Proof that the Quantity Surveying Resources have done Quantity Surveying professional services work for the project construction value above R30 million each (inclusive of VAT) in the Built Environment (6 points per reference per resource per project demonstrated in their CV's) | Less than Three (3) references relevant projects in the built environment. 0 points | Minimum Three (3) references relevant projects in the built environment. 18 points | Maximum Five (5) references relevant projects in the built environment. 30 points |
| 2.2 | Proof of the Lead Quantity Surveyors years of experience in the industry from date of graduation. (Demonstrated in their CV) | Less than 5 years' experience 0 points | 5 to 15 years experience 15 points | More Than 15 years' experience 30 points |



- **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 |
| Special Goals | 20 |
| Black owned company | 8 |
| Women | 4 |
| Youth | 5 |
| Disability | 3 |
| Total points for Price and SPECIFIC GOALS | 100 |



12. SUBMISSION OF OFFER

Tender Offers must be submitted in a sealed envelope, marked with the tender number, tender name, and closing date and for the attention of the Supply Chain Management Unit.

Bids must be deposited in the Tender Box located in Cape Town:

South African Heritage Resources Agency (SAHRA)

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502

It remains the onus of the service provider to ensure that their Tender Offer reaches the SAHRA office no later than the closing date and time. SAHRA will not be held liable and/or responsible for late deliveries and submissions.



13. CLOSING DATE: 13 March 2024 at 11h00

14. COMPULSORY BRIEFING MEETING DATE

Date and Time: 5 March 2024 at 11h00

Location: SAHRA Office 3rd Floor 79 Roeland Street Boardroom 1 and 2

15. Queries must be directed in writing to:

Ms. Yonela Somtsewu

SCM Manager

The South African Heritage Resources Agency

111 Harrington Street

Cape Town

8000

Tel: 021 462 4502 / 021 202 8664

Email: ysomtsewu@sahra.org.za



FORM A: COMPANY EXPERIENCE

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last 10 years. Bidders are requested to submit a comprehensive portfolio of relevant (value and complexity) projects successfully completed.

*A separate Form A is to be completed for each discipline.

| No | Client Name | Contact Name | Contact Telephone number | Description of project in the relevant Category of service and location | Project Construction Value inclusive | Project duration (startdate and completion date) | Letter of reference attached (Yes/No) |
|----|-------------|--------------|--------------------------|---|--------------------------------------|--|---------------------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
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| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

Note: When completing the above schedule, Tenderer's must take cognizance of the evaluation criteria :

The reference letter may be in the form of a client evaluation letter, appointment letter or an official letter on a letterhead of the client and shall contain the following;

- Client Name
- Type of Services Provided



- **Value of Contract,**
- **Duration of Contract,**
- **Contact number,**



- **Email address,**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

| | | | |
|----------|--|----------|--|
| Signed | | Date | |
| Name | | Position | |
| Tenderer | | | |



FORM B: KEY PERSONNEL EXPERIENCE

*Only complete for the disciplines applicable to your submission;

Architect:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



Interior Architect:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



*Only complete for the disciplines applicable to your submission;

Quantity Surveyor:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



*Only complete for the disciplines applicable to your submission;

Civil Engineer:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



*Only complete for the disciplines applicable to your submission;

Structural Engineer:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



*Only complete for the disciplines applicable to your submission;

Geotechnical Engineer:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



*Only complete for the disciplines applicable to your submission;

Traffic Engineer:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



*Only complete for the disciplines applicable to your submission;

ICT Engineer:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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(Attach CV's of project personnel to this page)



*Only complete for the disciplines applicable to your submission;

Health and Safety Specialist:

| | |
|---|---|
| Name : | |
| Surname : | |
| Nationality : | |
| Date of Birth : | |
| Current Residence : | |
| Name of current position in tendering enterprise: | |
| Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i> | |
| Overview of post graduate working experience <i>(year, organisation and position)</i> | |
| Outline of recent experience of projects implemented in the built environment: | |
| Project Description and VALUE (Note: value refers to total value of project NOT value of fees) | Duration of project (e.g. 2001 – 2005) |
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