



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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SCM TERMS OF REFERENCE

RFB SAHRA 01/2026RR

SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLE AND EXPERIENCE SERIVES PROVIDERS TO PROPOSALS FOR THE TEMPORARY OFFICE ACCOMMODATION FOR A PERIOD OF THREE YEARS IN CAPE TOWN CITY CENTRE



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TERMS OF REFERENCE

RFB SAHRA 01/2026RR

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES PROPOSALS FOR TEMPORARY FITTED-OUT OFFICE ACCOMMODATION FOR A PERIOD OF THREE YEARS IN THE CAPE TOWN CITY CENTRE

1. INTRODUCTION

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified property owners, landlords, property management companies, and authorised representatives with a direct mandate from the property owner to submit proposals for the provision of temporary fitted-out office accommodation within the Cape Town Central Business District (CBD).

This process is undertaken in accordance with applicable public procurement prescripts and seeks to identify suitable office premises that meet the operational and security requirements of SAHRA.

SAHRA will not be liable for the payment of any brokerage, finder's fee, commission, agency fee, facilitation fee, or similar costs arising from the submission of proposals. Any such costs shall be for the account of the bidder or property owner.

Only proposals submitted by property owners or duly authorised representatives with written authority from the property owner will be considered.

Proof of Mandate

Where a proposal is submitted by an agent or property representative, written and signed proof of authority or mandate from the property owner must be provided. SAHRA shall not be responsible for any commission, brokerage, or finder's fees associated with the proposal.



2. PURPOSE

The purpose of this Terms of Reference is to procure suitable temporary office accommodation in the Cape Town central business district for the South African Heritage Resources Agency (SAHRA).

The required accommodation must provide a functional, cost-effective, and fitted-out occupation-ready office environment suitable for a public entity for a lease period of three (3) years commencing October / November 2026.

3. REQUIRED OFFICE ACCOMMODATION

SAHRA requires office accommodation that meets the following minimum specifications:

Location

Premises must be situated within the Cape Town Central Business District (CBD). The premises must be reasonably accessible to public transport routes and key public amenities. The proposed accommodation must be located within a fully commercial office building.

Premises located within mixed-use developments that include residential apartments, student accommodation, hotel accommodation, or shared residential occupancy will not be considered.

The building must provide dedicated commercial access and security appropriate for the operations of a public entity.

4. SPACE REQUIREMENT AND LAYOUT SUITABILITY

The required office accommodation must provide a minimum lettable area of 600m² and a maximum lettable area of 750m².

Proposals outside of this range will be excluded from further consideration.

4.1 Functional and Suitable Office Layout

A functional and suitable office layout shall mean a layout that:

- The proposed office accommodation must provide a single, integrated office environment that enables the organisation to operate as one workspace. The accommodation should comprise a single contiguous floor plate or office areas that are immediately adjacent and directly connected on the same floor. Limited shared circulation space, such as a common passage providing direct access between

adjoining leased areas, will be acceptable where it does not materially interrupt the continuity of the office. Office accommodation that is fragmented across different floors, separated by extensive common circulation areas will be deemed unsuitable. Split-level, duplex or multi-storey office layouts requiring staff to occupy separate floors will not be considered.

- Enables the accommodation of the functional areas listed in Clause 5 without requiring major structural alterations
- Provides efficient internal circulation and access between functional areas
- Minimises unusable or inefficient space such as excessive passages, fragmented office configurations, or irregular floor layouts
- Is designed and approved for commercial office use.

4.2 Natural Lighting Requirement

- The office accommodation must provide reasonable access to natural light through external-facing windows across a substantial portion of the usable office area.
- While operable windows are not mandatory, the premises must provide sufficient external glazing to ensure adequate natural lighting and external visibility.
- Premises with predominantly internalised layouts and limited access to natural light will be regarded as unsuitable.

4.3 Accommodation Needs Assessment

SAHRA currently employs approximately 65 staff members at its Head Office location, all of whom are required to be accommodated within the leased premises on a full-time basis. In determining the required office area, consideration was given to the number of workstations required, enclosed offices, shared meeting facilities, reception, kitchen, ICT facilities, storage requirements and circulation space. The proposed lettable area of 600 m² to 750 m² has been determined based on these operational requirements and is intended to provide an efficient, functional and cost-effective working environment. The assessment has also taken into account the planning principles contained in the Space Planning Norms and Standards for Office Accommodation Used by Organs of State, particularly the principles of efficient space utilisation and value for money.

Occupancy levels may vary from time to time, and the premises must be capable of comfortably accommodating higher attendance levels for meetings, collaborative activities, training sessions, or other operational requirements.

5. FUNCTIONAL SPACE REQUIREMENTS

Bidders must demonstrate how the proposed premises can accommodate the following minimum functional areas:

- Reception and public interface/waiting area
- Open-plan office workspace/s for approximately 30 workstations
- A minimum of eight (8) enclosed offices for management and confidential functions
- A boardroom capable of accommodating a minimum 12-15-seater boardroom table and chairs
- Additional meeting rooms and/or large office spaces
- Kitchen and staff pause area
- Sufficient male, female, and accessible ablution facilities
- ICT server room area, approx. 12m² - 15m² in size, fire detection system. There must be proximity to main data entry point (MDF)
- A file/storage room with a recommended minimum size of 15m²
- Circulation and internal access routes

Note: Submission Requirement

Bidders must submit:

1. A detailed space utilisation schedule
2. Scaled floor plans
3. A brief narrative indicating how the proposed premises accommodate the functional requirements within the required area range of 600m² to 750m².

5.1 Minimum Fit-Out Requirements

As the accommodation is intended for temporary occupation for a period of three (3) years, SAHRA requires premises that are **substantially fitted out and suitable for occupation with minimal additional tenant works**.

The premises must not include loose furniture; however, the following minimum fit-out components are required:

- Completed flooring throughout the premises
- Existing internal partitioning sufficient to accommodate a combination of enclosed offices, meeting rooms, and open-plan workspace
- Electrical reticulation and adequate power supply
- Standard internal lighting installations

- Mechanical ventilation and air-conditioning systems in good working order
- Functional plumbing and kitchen facilities
- Ablution facilities compliant with applicable regulations
- Basic ICT and data infrastructure readiness
- Fire detection and safety compliance systems

5.2 Preference is given to premises that:

- Require minimal additional fit-out expenditure
- Can be occupied within a short implementation timeframe – **intended occupation from November or December 2026. The required accommodation should preferably be available for occupation during November or December 2026. Where the bidder is unable to meet this requirement, the bidder must clearly indicate the earliest date on which the premises will be available for occupation.**
- Provide a practical and cost-effective solution appropriate for a public entity.

5.3 Bidders must clearly indicate:

- Existing fit-out elements included in the lease
- Any tenant installation allowance offered
- Any landlord works proposed prior to occupation
- Estimated lead time to occupation readiness

6. PARKING REQUIREMENT

- A minimum of ten (10) dedicated parking bays is required.

Bidders must indicate:

The bidder must clearly indicate the parking arrangements associated with the proposed accommodation, including:

- whether the parking is located within the same building as the proposed office accommodation;
- where the parking is not located within the same building, the name and location of the building where the parking is provided;
- whether the parking is included as part of the proposed lease agreement; and
- where parking is not included in the lease agreement, whether a separate parking agreement or contract is required.

The bidder must also clearly indicate any costs associated with the parking arrangements.

7. BUILDING INFRASTRUCTURE AND SERVICES

The premises must include:

- Air-conditioning and ventilation systems
- Fibre and ICT connectivity readiness:
 - Building must be serviced by at least two independent fibre providers (DFA and Liquid Telecom must be available)
 - Fibre termination point must be accessible within the tenant space
 - Landlord must allow tenant to appoint own ISP
 - Redundant pathways for fibre entry where possible
- Backup power supply and/or generator capability
- Landlord must allow installation of tenants own Inverter and Lithium Battery Backup system for the server room and allow uninstallation thereof at end of lease.
- Appropriate security and access control systems
- Fire detection and suppression systems
- Compliance with Occupational Health and Safety legislation
- Compliance with municipal building regulations and occupancy certification

8. TERMS AND CONDITIONS OF PROPOSALS

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.



- 8.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 8.6 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.
- 8.7 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.
- 8.8 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.
- 8.9 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered. (See attached application form for Tax Clearance Certificate)
- 8.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 8.11 The proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 8.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 8.13 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.
- 8.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 8.15 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.

- 8.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.
- 8.17 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.
- 8.18 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.
- 8.19 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 Compliant 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
 - 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 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.

9. EVALUATION CRITERIA

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

- **Phase one: Administrative and Mandatory Compliance**

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. Bidders must demonstrate compliance with the minimum requirements set out in this TOR, including but not limited to:

- Location within the Cape Town CBD;
- Minimum and maximum lettable area requirements;
- Commercial office zoning and occupancy compliance;
- Submission of floor plans and space utilisation information;
- Compliance with minimum fit-out requirements;
- Availability of required parking;
- Submission of all mandatory documentation.

Failure to comply with the mandatory requirements may result in disqualification from further evaluation.

➤ **Phase Two: Technical Evaluation and Site Inspection**

Proposals that meet the administrative and mandatory compliance requirements in Phase One will proceed to a technical evaluation and site inspection phase.

During this phase, the proposed premises will be assessed in relation to SAHRA's operational and accommodation requirements, including but not limited to:

- suitability of the location and accessibility;
- practicality and functionality of the proposed layout and space utilisation;
- quality and condition of the fit-out and finishes;
- adequacy and accessibility of parking facilities;
- building infrastructure, services, and operational readiness; and
- overall suitability of the premises for SAHRA's operational needs.

SAHRA reserves the right to conduct site inspections of shortlisted premises to verify the information submitted and to assess the overall suitability and readiness of the proposed accommodation.



Premises that are found not to adequately meet SAHRA's operational requirements may be excluded from further consideration.

THE FOLLOWING ANNEXURE A MUST BE COMPLETED

BID NUMBER: RFB SAHRA 01/2026RR

SAHRA TEMPORARY OFFICE ACCOMMODATION

ANNEXURE A: CHECKLIST FOR SUBMISSION OF MANDATORY DOCUMENTS AND INFORMATION

1. MANDATORY DOCUMENT/S (Mark with X)			
No.	Description	Yes	No
A.	Proof of Mandate (Ref: Item 1) Where a proposal is submitted by an agent or property representative, written and signed proof of authority or mandate from the property owner must be provided. The Entity shall not be responsible for any commission, brokerage, or finder's fees associated with the proposal. Attach to this page.		

1. MANDATORY COMPLETION AND SUBMISSION OF INFORMATION			
No.	Description	Mark applicable with X	
A.	Functional Space Requirements (Ref: 5) Bidders must demonstrate how the proposed premises can accommodate the following minimum functional areas.	Yes	No
1.	A detailed space utilisation schedule to align to the needs of SAHRA		
2.	Scaled floor plans		
3.	A brief narrative indicating how the proposed premises accommodate the functional requirements within the required area range of 600m ² to 750m ² .		
B.	Minimum fit-out requirements (Ref: 5.1) The following minimum fit-out components are required:	Yes	No
1.	Completed floor covering throughout the premises		
2.	Existing internal partitioning sufficient to accommodate a combination of enclosed offices, meeting rooms, and open-plan workspace		



3.	Electrical reticulation and adequate power supply		
4.	Standard internal lighting installations		
5.	Mechanical ventilation and air-conditioning systems in good working order		
6.	Functional plumbing and kitchen facilities		
7.	Ablution facilities compliant with applicable regulations		
8.	Basic ICT and data infrastructure readiness		
9.	Fire detection and safety compliance systems		
C.	State of readiness: The facility can be occupied within a short implementation timeframe:	Yes	No
1.	Occupation readiness from November / December 2026?		
D.	Any Tenant Installation Allowance (TIA) offered, if applicable (Ref: 5.3) Clearly state total TIA amount offered inclusive of VAT: R _____		





2. MANDATORY COMPLETION AND SUBMISSION OF INFORMATION

No.	Description	Mark applicable with X	
A.	Parking Requirement (Ref: 6)	Yes	No
1.	The 10 parking bays are located within the same building as the proposed office accommodation. If No, elaborate.		
2.	Covered parking bays offered Maximum Number: _____		
3.	Uncovered parking bays offered. Maximum Number: _____		
4.	Visitor parking availability		
5.	Designated parking for persons with disabilities		
B.	Building Infrastructure and Services - The office facility must include	Yes	No
1.	Air-conditioning and ventilation systems		
2.	Fibre and ICT connectivity readiness		
2.1	Is DFA/Frogfoot and Liquid Telecom available ?		
2.2	Agree to provide consent for the Installation and removal of Inverter and battery backup system for server room		
3.	Backup power supply and/or generator capability		
4.	Appropriate security and access control systems		
5.	Fire detection and suppression systems		
6.	Compliance with Occupational Health and Safety legislation		
7.	Compliance with municipal building regulations and occupancy certification		

➤ **Phase Three: Price and Specific Goals Evaluation**

Proposals that satisfy the administrative and technical requirements may proceed to evaluation in terms of price and specific goals in accordance with the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, and applicable procurement prescripts.

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

10. 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.

The Following table must be completed

1. SUMMARY COSTS (FOR EVALUATION PURPOSES)

For the purposes of financial evaluation, bidders are required to submit the fixed occupancy costs applicable to the proposed lease for each lease year (Year 1, Year 2 and Year 3), together with the corresponding Three-Year Total Fixed Occupancy Cost.

The fixed occupancy costs must include:

Monthly rental;

Fixed operating costs and/or service charges (where applicable);

Any other fixed recurring charges payable in terms of the lease agreement.

The following costs must **not** be included in the fixed occupancy costs:

Municipal consumption charges, including electricity, water, sewerage and refuse removal;

Utility consumption charges that are based on actual usage;

Municipal tariff increases or adjustments;

Rates, taxes or municipal charges that may vary during the lease period;

Any other variable, recoverable or usage-based costs that cannot be determined as fixed amounts at the commencement of the lease.

Bidders must provide a detailed breakdown of **all** fixed cost components included in the amounts submitted. The Three-Year Total Fixed Occupancy Cost will be used for the financial evaluation of bids.

2.

LEASE YEAR	RATE PER M ²	FIXED MONTHLY OCCUPANCY COSTS (EXCL. VARIABLE COSTS)	FIXED ANNUAL OCCUPANCY COSTS (EXCL. VARIABLE COSTS)	ANNUAL ESCALATION
YEAR 1				
YEAR 2				
YEAR 3				
THREE-YEAR TOTAL (IN RANDS AND WORDS)				

DECLARATION

The bidder confirms that all pricing provided is complete, accurate, and inclusive of all applicable costs required to occupy and use the premises as intended under the Terms of Reference.

NB: Please Complete Annexure B at the end of this document.



11. SUBMISSION OF PROPOSALS

- 11.1 Proposals must be submitted via email to tenderinfo@sahra.org.za for the attention of **Supply Chain Management- Bid No: RFB SAHRA 01/2026RR**

Proposals can also be placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town.

- 11.2 It is the onus of the service provider to ensure that Tender offer reaches SAHRA Offices no later than the closing date and time.

12. CLOSING DATE: 12 OCTOBER 2026 @ 11:00 NO LATE BID WILL BE ACCEPTED

13. For further information, please contact in writing:

Supply Chain Management

Mr. Paul Tiyaogo

Acting SCM Manager

The South African Heritage Resources Agency

111 Harrington Street

Cape Town 8000

Tel: 021 462 4502

Email: ptiyaogo@sahra.org.za





BID NUMBER: RFB SAHRA 01/2026RR

SAHRA TEMPORARY OFFICE ACCOMMODATION

ANNEXURE B: RATES AND COST SCHEDULE (TO BE COMPLETED BY BIDDER)

Mandatory Completion. Bidders are required to provide full monthly cost disclosure in the format below. All costs must be clearly stated and be inclusive of VAT. Black ink only.

BIDDER NAME: _____

1. OPERATING COSTS / RECOVERABLE SERVICES		
Item.	Description	Bidder's Response
1.1	Electricity: metered or fixed (explain and indicate cost basis)	
1.2	Water & sewerage (basis of billing and estimated monthly cost)	
1.3	Cleaning services (state if included or excluded and monthly cost if excluded)	
1.4	Security services (state if included or excluded and monthly cost if excluded)	
1.5	Waste management (state if included or excluded and monthly cost if excluded)	
1.6	HVAC / air-conditioning maintenance (monthly cost and responsibility)	
1.7	Any other recoverable operating costs (itemised). Attach to this page	
2. MUNICIPAL RATES AND TAXES		
Item.	Description	Bidder's Response
2.1	Municipal rates (included or excluded).	
2.2	Other statutory rates, if applicable	
3. PARKING		
Item.	Description	Bidder's Response
3.1	Cost per parking bay	
3.2	Cost per additional bay	



4. FIT-OUT / TENANT INSTALLATION		
Item.	Description	Bidder's Response
4.1	Tenant Installation Allowance, if applicable. State total amount	
4.2	Additional landlord works, if applicable	

5. ONCE-OFF COSTS		
Item.	Description	Bidder's Response
5.1	Deposit required	
5.2	Lease / admin fees	
5.3	Any other costs applicable	

6. BUILDING INFRASTRUCTURE AND ICT		
Item.	Description	Bidder's Response
6.1	Back-up power provision and costs	
6.2	Generator / UPS allocation costs	
6.3	Any other facility costs	

DECLARATION

The bidder confirms that all pricing provided is complete, accurate, and inclusive of all applicable costs required to occupy and use the premises as intended under the Terms of Reference.

----- END -----

