



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES
SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT
A PROPOSAL FOR THE COMMERCIAL USE OF ERF 1816 SIMONS TOWN,
WESTERN CAPE, REFERRED TO AS HUGO FAMILY VAULT.**



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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit a proposal for the commercial use of Erf 1816 Simons Town, Western Cape, referred to as Hugo Family Vault.

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sports, 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 SAHRA owns and manages thirty-six properties of heritage significance in South Africa. The SAHRA properties have taken a prominent recognition on the organizational strategy as assets with potential to support the financial sustainability of the Entity in the long term.

2.3 One of the properties SAHRA owns is the Hugo Family Vault. The property is located in Simons Town, Western Cape. The property consists of a burial vault and separate graves indicating the names of eight members of the Hugo and Hablutzel Families. The property is currently graded as a grade 2 Provincial Heritage Site. The subject property contains a burial vault with a surrounding wall. The property is subject to the conditions contained in the Codicil dated 05 August 1863 to the Will of the late Pieter Francois Hugo, namely that it shall be reserved as a Family Burial Ground for the descendants of the late Pieter Francois Hugo.

2.4 Property information

2.4.1 Summary of key facts

Hugo Family Vault	
Deed Description:	Erf 1816 Simon's Town, Western Cape
Physical Address:	1 Valley Road, Cape Town, Western Cape
Extent of Subject Property:	1 042.00m ²
Owner:	South African Heritage Resources Agency (SAHRA)
Title Deed Number:	T5352/1991
Zoning:	Limited Use Zone (LU)
Gross Built Area	36.00m ² - The building is rectangular shaped.
Servitudes & Title Deed Conditions:	The walled-in-portion within which is a vault, is subject to the conditions contained in the Codicil dated 05 August 1863 to the Will of the late Pieter Francois Hugo, namely that it shall be reserved as a Family Burial Ground for the descendants of the late Pieter Francois Hugo.
Services & Infrastructure:	The site has no services such as water, sewerage, and electricity. An application for municipal connections is required.

2.4.2 Location and situation

The subject property is located off Valley Road, in the suburb of Murdock Valley (refer to the location map). Murdock Valley is an established residential node and forms part of the greater Simon's Town area. Simon's Town is located on the shores of False Bay, on the eastern side of the Cape Peninsula and is located approximately 40 kilometres from the Cape Town Central

Business District. Simon's Town is accessible via the Main Road (M4) leading from Fish Hoek or via the Glencairn Expressway (M6) leading from Ou Kaapse Weg (M64). Ou Kaapse Weg in turn provides access to the M3 highway, leading to the Cape Town CBD. Murdock Valley is located west of the Main Road (M4) and is directly accessible from Main Road. The immediate node comprises mainly residential dwellings and vacant land, with no commercial activities in the node. All amenities and public services such as the police station, fire department and municipal offices are easily accessible, being located within a 4-kilometre radius from the subject node.

2.4.3 Access and topography of the site

Access to the subject property is from Valley Road that leads directly from Main Road (M4). The property is located below the crown of Valley Road, but above the crown of Main Road. The surrounding road network is well established with narrow streets leading to the individual residential properties.

The subject property offers an irregular shaped site, sloping from Valley Road towards the Main Road (M4) with a north-eastern orientation. The land rises steeply above Main Road.



3. SCOPE OF PROPOSALS REQUIRED

3.1 As part of the implementation of the Property Maximisation Strategy, SAHRA aims to establish strategic partnership initiatives to engage in agreements that will financially benefit SAHRA and contribute towards financial sustainability of the organisation. The call to submit a proposal for the commercial use of Erf 1816 from suitable proponents will result financially assisting the organisation.

3.2 Key definitions concerning the evaluation of proposals are as follows:

- **"Innovation"**

is a broad concept and may concern, but not be limited to, innovation around community benefit, heritage conservation and/or financial benefit in the business

development offering. Further factors including, but not limited to, funding, feasibility, proximity/knowledge of the area and/or expertise may also be considered in determining innovation.

- **"community benefit"**

means contributions, programs or activities that support the needs of disadvantaged persons and improves the overall development and well-being of local communities.

- **"financial benefit"**

means a benefit, direct or indirect, which is either money or has a monetary value. The benefit can include revenue generation or be of a money saving nature.

- **"heritage conservation"**

means to conserve, protect and maintain the physical status of our national estate for future generations.

3.3 Requirements for a proposal

3.3.1 SAHRA is not obliged to consider a proposal but may consider such a proposal only if it meets the following requirements:

- a) a comprehensive and relevant project feasibility study has established a clear business case; and
- b) the product, service or use is deemed to be innovative with regards to the financial benefit, community benefit or heritage conservation; or
- c) the product, service or use involves an innovative approach to project development and management; or
- d) the product, service or use presents a new and cost-effective method of service delivery.

3.3.2 The feasibility study should include a comprehensive evaluation of the proposal, which must include the following:

A business case that evaluates the costs and benefits of doing business with the proponent, including, as appropriate, an assessment of –

- i) any innovative, researched or meritorious methods, approaches or concepts demonstrated in the proposal;
- ii) the overall innovative, scientific, technical, or socioeconomic merit of the proposal;

iii) the potential contribution of the proposal to the organisation's strategic business development objectives that contribute to the organisation's financial sustainability and/or assists in executing its mandate;

iv) an assessment of whether the proposed cost of the project is realistic, affordable and justified; and

v) any other fact which, in the opinion of the organisation is relevant to the particular proposal.

3.3.3 The proposal must set out the following information in terms of the product or service offered:

- a) a concise title and abstract (approximately 200 words) of the proposed product or service;
- b) a statement of the objectives, approach and scope of the proposed product or service;
- c) a statement describing how the proposal is demonstrably innovative and evidence to this effect (business case);
- d) a statement of the anticipated financial benefits, community benefit and heritage conservation efforts the proposal seeks to present in sufficient detail to allow a meaningful evaluation by the organisation;
- e) a statement showing how the proposed project supports the organisation's strategic plan and its other objectives; and
- f) the period of time for which the proposal is valid for consideration, which may not be less than six months.

3.3.4 The proposal must contain the following information in terms of the proponent:

- a) the proponent's name, address, identification or registration number (if a corporation), VAT registration number and the contact details of its authorised representative;
- b) identification of any confidential or proprietary data not to be made public;
- c) the names of other South African institutions that have received a similar proposal;
- d) the proponent's current SARS Tax Compliance PIN issued by SARS and/or CSD registration report and in the case where the proponent is a consortium or joint venture, a current SARS Tax Clearance Certificate for each member thereof. Alternatively, if the proponent is from a foreign jurisdiction, the equivalent is to be provided.



4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 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.
- 4.7 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.
- 4.8 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.
- 4.9 A valid original Tax Compliance PIN, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered.
- 4.10 Any and all project proposals shall become the property of SAHRA and shall not be returned

- 4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.
- 4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.13 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.
- 4.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 4.15 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.
- 4.16 The "Requirements for content of the project proposal" section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information will result in your proposal being excluded from the evaluation process.
- 4.17 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.

7. SUBMISSION FOR THE REQUEST FOR PROPOSAL

Tourism investors / operators and developers interested in the commercial use of the subject SAHRA-owned property should submit a proposal inclusive of all the information required as stipulated by this document. They are welcome to provide additional information.

All proposals and enquiries can be sent in writing to:

Email: dbruiners@sahra.org.za

It remains the onus of the service provider to ensure that their Proposal 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.

8. CLOSING DATE

All proposals must be submitted to SAHRA with details provided in paragraph 7 no later than **07 October 2022 at 11h00.**