



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

## TERMS OF REFERENCE

### RFB SAHRA 03/2025

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE SUPPLY AND INSTALLATION OF A PERIMETER FENCE AND RELATED WORKS TO THE OLD RESIDENCY PROPERTY IN QONCE, IN THE EASTERN CAPE.



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## 1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified service providers to submit quotations for the supply and installation of a perimeter fence and related work to the Old Residency property situated in Qonce in the Eastern Cape.

## 2. BACKGROUND

2.1 SAHRA owns and manages thirty-six properties of heritage significance in South Africa.

2.2 The Old Residency in Qonce, Eastern Cape is one of the properties owned by SAHRA. The historic Residency was erected around 1846 and is situated on the foundations of the Mission House, which was destroyed more than once during the Frontier Wars. The house became the residence of a local magistrate in 1866 and was used for this purpose until 1981.

2.3 The Old Residency was declared a national monument on 27 October 1978 by Government Notice No. 2114. Its current grading is II (PHS).

## 3. LOCATION

3.1 The property is approximately 1.4 ha in size and consists of a building referred to as the Old Residency and outbuildings.

3.2 Access to the property can be gained from Alexandra Road. Alexandra Road becomes the R346 which links Qonce to Stutterheim 40km to the north and is a fairly busy road. The property is highly visible from this road and is considered to the near modern amenities such as banks, schools, places of worship, sports facilities, shopping centers, restaurants and retail facilities all located in the immediate vicinity.

## 4. CURRENT CONDITION

4.1 The 'Old Residency' monument is located adjacent to the historic Anglican Church. The monument comprises an older stone building with a newer plastered addition, wooden windows, and a thatched roof which has burnt down.

4.2 Neighbouring the property is an informal taxi rank and food outlets which results in litter strewn on to the property.

4.3 The property experienced a fire in 2021, which resulted in the collapse of the thatch roof.

4.4 The grass is overgrown, with thick shrubs and some loose tree trunks scattered on the Property.

4.5 The building is a mix of local sandstone and plastered brick. The interior hosts seven individual rooms with plastered and painted walls, timber flooring and ceilings. As a result of the fire, the debris of burnt materials are still in the structures.

## 5. AIMS OF THE PROJECT

5.1 To secure the property with a suitable perimeter fence and lighting for clear visibility.

## 6. SCOPE AND SERVICES REQUIRED

6.1 The full tender document is attached to the Terms of Reference, as the following documents:

- 6.1.1 Bid Document – Old Residency Fence and Security
- 6.1.2 Bill of Quantities – Old Residency
- 6.1.3 Fence Plan Elevation Section
- 6.1.4 Outdoor Security Lighting Layout
- 6.1.5 Outdoor Lighting Layout
- 6.1.6 Old Residency As Built

6.2 The prices and rates to be inserted in the Bill of Quantities must be the full inclusive prices for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.

6.3 All pricing for the project must be completed on the Bill of Quantities. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.

6.4 The service provider is expected to undertake due diligence prior to the contract and commit to the scope of work upon acceptance of the contract.

- 6.5 The service provider is to submit an invoice upon completion of all work. The invoice for the completion of work must be supported by a completion report and include photographs of before and after. Failure to submit the report may result in payment not being effected.
- 6.6 The interested bidder must attend the **compulsory briefing meeting**. This will afford each bidder the opportunity to be fully aware of and to understand the extent of work, what is required of them in the procurement processes and in the execution of the proposed contract.
- 6.7 The service provider must make suitable provision for ablution facilities for their staff.
- 6.8 The service provider must ensure the necessary Occupation Health and Safety standards for their staff and comply to the OHS Act 85 of 1993.

## 7. LOCAL EMPLOYMENT OPPORTUNITIES

- 7.1 The project aims to create work opportunities for unemployed people, especially those living in rural areas. The employment of local labour is encouraged for the duration of the project.
- 7.2 The target for local labour employment on the project is a minimum of: **10 (ten)**
- 7.3 A local labour register entailing the full details of the employee with copies of their Identity Document must be submitted at the end of each work week to SAHRA. The template is attached. Refer to **Annexure B**.

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

8.10 The proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.

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

8.12 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.

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

8.14 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.

8.15 All returnable proposal documents must be completed in full and submitted together with the service provider's quote and a sample annual report book.

8.16 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 may result in your proposal being excluded from the evaluation process.



8.17 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.

8.18 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; **kindly submit fully completed Bid Documents**

- a. SBD 1 Invitation Bid
- b. Tax Compliance Status pin
- c. SBD 3.3 Pricing Schedule
- d. SBD 4 Declaration of Interests form
- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.)
- f. SBD 7 Contract Form – Rendering of Services

**NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.**

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:

Before evaluating Tender offers, the Bids will be in accordance with Method 2 of the CIDB Standard Tender Evaluation in Four stages, namely:

- Stage 1: Administrative compliance.
- Stage 2: Technical compliance
- Stage 3: Financial Offer and Specific Goals
- Stage 4: Risk Assessment

Bidders are required to refer to the Bid Document.

Stage 5: preference points on specific goals as follows:-

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



## 9.2 Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

## 10. 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.**

## 11. CLOSING DATE

**17 JUNE 2025 at 11h00**

## 12. COMPULSORY BRIEFING MEETING DATE

Compulsory briefing meeting: **04 JUNE 2025 at 13h00 at Old Residency, corner of Trunk and Amatola Road, Qonce, Eastern Cape.**

## 13. QUERIES MUST BE DIRECTED IN WRITING TO:

Supply Chain Management

Mr. Sboniso Mthembu

Acting SCM Manager

Email: [smthembu@sahra.org.za](mailto:smthembu@sahra.org.za)

