



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/AUSHO/1/10/2024

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED FOR THE GEOPHYSICAL ELECTRICAL RESISTIVITY TOMOGRAPHY (ERT) TESTING SERVICES FOR THE ACQUISITION AND UPGRADE OF THE SAHRA HEAD OFFICE IN CAPE TOWN, WESTERN CAPE.





NAME OF TENDERER:		
SECTION	ITEM	TENDERED AMOUNT (R)
Section 1	Establishment of the Contractor for ERT Line 1	
Section 2	Establishment of the Contractor for ERT Line 2 and ERT Line 3	
Section 3	ERT Setup and Testing	
Section 4	Reporting	
	Subtotal	
	Contingencies @10%	
	Subtotal	
	VAT @15%	
	Total Tendered Sum (Incl. VAT)	
	Total Amount Tendered (In Words): (Incl VAT)	

Bidders are also required to submit the Form of Offer on the SBD



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit quotations for the geophysical electrical resistivity tomography (ERT) testing services, as part of the geotechnical investigation, for the Acquisition and Upgrade of SAHRA Head Office 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 Centre line 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.
- 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 add 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 about 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, is situated 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. SITE GEOLOGY

- 7.1 The site is underlain by bedrock of the Tygerburg Formation of the Malmesbury Group. The bedrock may consist of shale, mudstone, greywacke, phyllite and/or quartzitic sandstone; with interbedded lava and tuff. Thickly occurring residual clayey silts are known to occur above the bedrock in proximity of the site.

7.2 Based on the published geological information, desk study work and experience, the following soil profile is expected at the site:

- Fill material, consisting of, loose to medium dense silty and clayey sand with occasional fragments of hornfels aggregate, clay bricks and scattered pebbles, proven to a depth of over 3m at the site, underlain by;
- Residual Shale and Greywacke of the Malmesbury Group, consisting of, stiff to very stiff, silty clay with fragments and zones of very soft rock shale.
- Bedrock of Shale and Greywacke of the Malmesbury Group, consisting of, very soft to soft rock shale, becoming harder with depth.

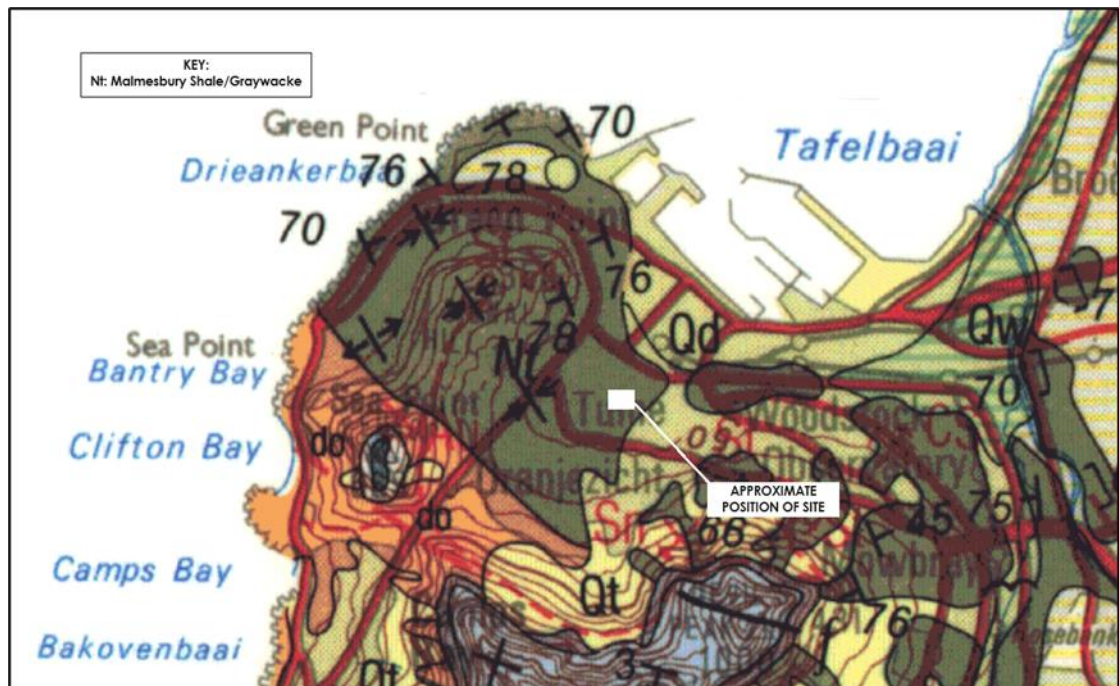


Figure 2: Locality map: Geological map extract

8. SCOPE OF SERVICES

8.1 The scope of the geophysical testing includes the following:

- Three electrical resistivity tomography (ERT) lines as shown on Figure 3, each being between 75m to 100m in length.
- Electrode spacing of 2 to 2.5m.
- Target of achieving 15m investigation depth / penetration in the mid portion of the scan lines.

8.2 The service provider must be registered with the South African Council for Natural Scientific Professionals (SANAPS). Proof of Registration must be submitted.

8.3 Existing Site and Building Plan Drawings

Attached, Refer to Annexure A.

- Drawing No. 5355B1 City of Cape Town As-Built information
- Water and Sewer network in Harrington Street
- Existing site drawings and building ground floor and 1st floor drawings

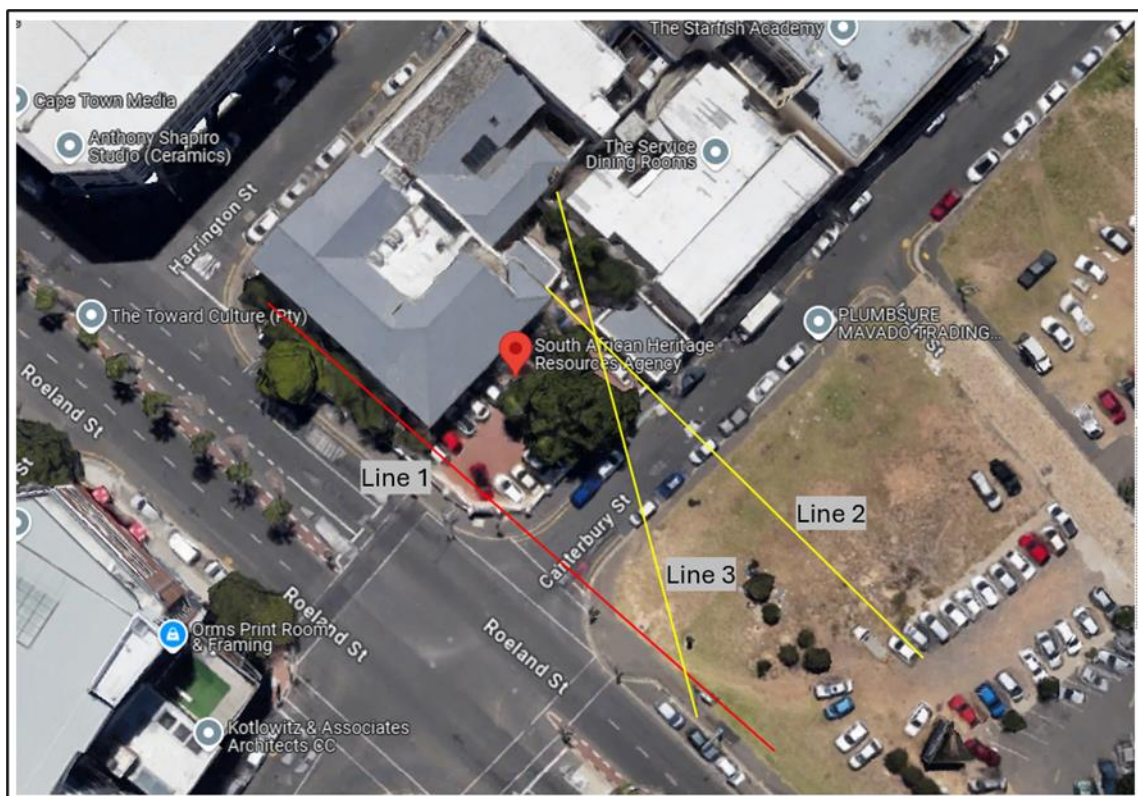


Figure 3: Approximate location of ERT Lines



9. PROGRAMME AND REQUIREMENTS

- Line 1 is to be completed on the Saturday of the 1st weekend. This site work will involve a setup within an urban environment with ERT lines transitioning over paving, asphalt and an open field area. The setup should be carried out such that the scan would be done after 12h00, under traffic accommodation (temporary road closure). The Contractor is to notify the local officials and provide full traffic accommodation for the required time of the road closure.
- Following ERT Line 1, the Contractor is to de-establish and evaluate the results and provide feedback to the Engineer.
- After review of the results of ERT Line 1, The Engineer will provide further instruction for Line 2 & 3. These two lines may be omitted if the overall result from ERT Line 1 is unsatisfactory.



10. SPECIFICATIONS

GEOPHYSICAL ERT TESTING FOR 111 HARRINGTON STREET - PRICING SCHEDULE					
Item no.	Description	Unit	Quantity	Rate	Amount
1,00	Establishment of the Contractor for ERT Line 1				
1.1	Fixed charges	sum	1		
1.2	Time related charges	days	1		
1.3	Health and safety and environmental obligations	sum	1		
1.4	Traffic accommodation	sum	1		
1.5	Provisions of labour	sum	1		
TOTAL CARRIED FORWARD TO SUMMARY (Section 1)				R	
2,00	Establishment of the Contractor for ERT Line 2 and ERT Line 3				
2.1	Fixed charges	sum	1		
2.2	Time related charges	days	2		
2.3	Health and safety and environmental obligations	sum	1		
2.4	Traffic accommodation	sum	1		
2.5	Provisions of labour	sum	1		
TOTAL CARRIED FORWARD TO SUMMARY (Section 2)				R	
3,00	ERT Setup and Testing				
3.1	ERT Line	no.	3		
TOTAL CARRIED FORWARD TO SUMMARY (Section 3)				R	
4,00	Reporting				
4.1	ERT Line 1 report	sum	1		
4.2	ERT Line 2 report	sum	1		
4.3	ERT Line 3 report	sum	1		
TOTAL CARRIED FORWARD TO SUMMARY (Section 4)				R	



10.1 Summary of Geophysical ERT Testing

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	Subtotal	
	Contingencies @10%	
	Subtotal	
	VAT @15%	
	Total Tendered Sum (Incl. VAT)	
	Total Amount Tendered (In Words): (Incl VAT)	

10.2 Description of Pricing Schedule Line Items

Item 1.1 Fixed charges includes mobilisation, site establishment and all incidentals not covered under the remaining items which shall inter alia include risks, office overheads, software licensing, and all other costs and obligations of a preliminary and general nature in order to complete the works. establishment includes all establishment, travelling costs, accommodation, provision of equipment, labour for moving equipment etc. for each fieldwork period as required for the completion of the work.

Item 1.2 Time related charges includes the cost for full compensation for the part of the Contractor's general obligation that are mainly a function of the time for completion of the work.

Item 1.3 Health and safety and environmental obligations relates to all costs required to



improving site work methodologies in order to provide a relatively healthy and safe working environment, and allows the Contractor to make a separate allowance for the cost of compliance with health and safety as well as environmental legislations.

Item 1.4 Traffic accommodation shall include all costs associated with the required traffic accommodation measures.

Item 1.5 Provision of labour shall include the costs associated with the provision of the required labour for the respective site work.

Item 2.1 Fixed charges includes mobilisation, site establishment and all incidentals not covered under the remaining items which shall inter alia include risks, office overheads, software licensing, and all other costs and obligations of a preliminary and general nature in order to complete the works. establishment includes all establishment, travelling costs, accommodation, provision of equipment, labour for moving equipment etc. for each fieldwork period as required for the completion of the work.

Item 2.2 Time related charges includes the cost for full compensation for the part of the Contractor's general obligation that are mainly a function of the time for completion of the work.

Item 2.3 Health and safety and environmental obligations relates to all costs required to improving site work methodologies in order to provide a relatively healthy and safe working environment, and allows the Contractor to make a separate allowance for the cost of compliance with health and safety as well as environmental legislations.

Item 2.4 Traffic accommodation shall include all costs associated with the required traffic accommodation measures.

Item 2.5 Provision of labour shall include the costs associated with the provision of the required labour for the respective site work.

Item 3 ERT line includes all costs associated with the setup and testing at each ERT line required for line lengths of 50 m to 150 m.

Item 4 includes the cost for the required reporting for each ERT line carried out. Reporting will be required within 10 working days following each field visit.



11. EMPLOYMENT OPPORTUNITIES

- 11.1 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.
- 11.2 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. The service provider is required to submit the list of resources employed on the project, on the template provided by SAHRA.

12. TERMS AND CONDITIONS OF PROPOSALS

- 12.1 The Service provider will be requested to return to site at the time the contract is awarded to identify or re-establish the benchmark positions, should the contractor not be able to locate them on site.
- 12.2 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.
- 12.3 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.
- 12.4 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.
- 12.5 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.
- 12.6 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 12.7 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.
- 12.8 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.

- 12.9 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.
- 12.10 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.
- 12.11 Any and all project proposals shall become the property of SAHRA and shall not be Returned.
- 12.12** The proposals should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- 12.13 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 12.14 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.
- 12.15 SAHRA reserves the right not to award the proposal to the service provider that score the highest points.
- 12.16 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.
- 12.17 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.
- 12.18 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 12.19 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.
- 12.20 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.
- 12.21 It is the conditions of this RFQ 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.
 - 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.

12.22 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: 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. 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.

13. 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.

Quote No: SAHRA/AUSHO/1/10/2024



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

Quotations can also be submitted by email at tenderinfo@sahra.org.za

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.

14. CLOSING DATE: 17 February 2025 at 11h00.

15. Queries must be directed in writing to Supply Chain Management:

Ms Yonela Somtsewu

SCM Manager

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.

No	ClientName	Contact Name	Contact Telephone number	Description of project	Project duration
1					
2					
3					
4					
5					
6					
7					
8					



Appendices

- Existing Drawings
 - Ground Floor Layouts
 - 1st Floor Layouts
 - Library Mezzanine Level
 - Site Plan
- Storm Water Records
- Water and Sewer Network Diagram
- Water and Sewer Network