



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

SAHRA/HPM/01/08/2022

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES
SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT
QUOTATIONS FOR THE UPGRADES AND MAINTENANCE TO THE CRADOCK
CHURCH IN CRADOCK, EASTERN CAPE.**



/FACEBOOK



@YOUTUBE



@LINKEDIN

WWW.SAHRA.ORG.ZA

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR THE UPGRADES AND MAINTENANCE TO THE CRADOCK CHURCH IN CRADOCK, EASTERN CAPE.

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced security service providers to submit quotations for the upgrades and maintenance to the Cradock Church in Cradock, Eastern Cape.

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. One of the properties SAHRA owns is the Cradock Church.
- 2.3 The Old Congregational Church, a mission church, is an exact replica of the Harpenden Chapel in England and was re-erected in 1853 by Rev Robert Barry Taylor, a missionary from the London Missionary Society. Both he and his wife suffered because of extreme poverty but were able to manage the church affairs and also held a school for the congregation. Robert Taylor and Marianne Taylor are buried under the pulpit of the church.
- 2.4 The property was declared a national monument on 16 July 1982 by Government Notice No. 1459, as published in Government Gazette No, 8304. It is graded as a Grade II (PHS).

3. PROPERTY BACKGROUND

- 3.1 Cradock is situated approximately 220 km northwest of Qqeberha, on the banks of the Great Fish River. Cradock is regarded today as the capital of the Karoo Heartland and renowned for its production of some of the best wool and mohair in the country.
- 3.2 The subject property is located off Adderley Street on the southern periphery of Cradock. The town's streets are lined with Ilex Oak Trees, particularly on Dundas Street, where they have been declared a national monument. The Old Water Mill, completely restored, is worth a visit; and the Great Fish River Museum - housed in the converted second Dutch Reformed church - conveys what it was like to live as a settler after 1806, during the second British occupation of the Cape.
- 3.3 The subject property is a largely rectangular shaped stand measuring 1 753m² and hosts a double volume church together with one adjacent outbuilding utilised as ablutions. The property is located towards the edge of town adjacent to a supermarket and enveloped by their parking area.
- 3.4 Access to the property can only be gained via the parking area of the Spar Supermarket which is located on Rem Erf 1. The stand is enclosed by means of high plastered brick walling along two boundaries, palisade fencing to the front and the Supermarket wall to the lateral right of the stand. The subject property is considered to be in close proximity to the remainder of the town and amenities such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities.
- 3.5 The occupants of the Church, The Cradock United Congregational Church were evicted from the structure in 1977 under the Group Areas Act.
- 3.6 The church has backlog maintenance and various parts of the property require urgent remedy to prevent irreparable damage to the structure. Various roof leaks, broken windowpanes, broken rainwater disposal, rising damp, rat and dove infestations.

4. CONSTRUCTION MATERIAL AND FINISHES

Roof	Corrugated Iron Sheets
Superstructure	Stone / Brick with mud plaster & paint
Window frames	Timber window frames fitted with clear and lead glass panes
Floor covering	Combination Yellow Wood, Oregon Pine and SA Pine
Ceilings	Oregon Pine with Yellow Wood beams

5. GROSS BUILDING AREA

<u>Old Congregational Church</u>	
Church	239m ²
Outbuilding (Ablutions)	<u>9m²</u>
Total	248 m² (approx.)

6. SCOPE OF SERVICES

6.1 The property identified for upgrades and maintenance is referred to as the Cradock Church and is situated at 1 High Street, Cradock, Eastern Cape.

6.2 The Bill of Quantities and supporting drawings are attached. Refer to **Annexure A**.

This Bill of Quantities provides the scope of work together with the Terms of Reference. All pricing for the project must be completed on the BoQ. Any item left unpriced shall be deemed to be covered in rates and prices incorporated elsewhere in the document.

6.3 To ensure proper pricing and measurements are submitted at the time of quotation, 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 proposed contract.

- 6.4 The service provider must submit an invoice each month for work done. All invoices must be accompanied by a works progress report. Failure to submit the reports will result in payment not being processed for payment.

7. 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.

A labour register entailing the full details of the employee with Identity Document must be submitted at the end of each work week to SAHRA.

- 7.2 A Community Liaison Officer will be appointed for the duration of the project, as agreed with SAHRA.

8. TERMS AND CONDITIONS OF BIDS

- 8.1 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.
- 8.2 While SAHRA endeavors 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.
- 8.3 SAHRA reserves the right to waive deficiencies in bids. The decision as to whether a deficiency will be waived or will require the rejection of a bid 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 bids.
- 8.5 SAHRA reserves the right not to make any appointment from the bids submitted.
- 8.6 Service providers shall not make available or disclose details pertaining to their bid 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 bid without the prior written approval of SAHRA.
- 8.8 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 bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 8.9 A valid original Tax Compliance PIN, issued by the South African Revenue Services, must be submitted and CSD Registration report.
- 8.10 Any and all bids shall become the property of SAHRA and will not be returned
- 8.11 The bids should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 8.12 Service providers are advised that submission of a bid gives rise to no contractual obligations on the part of SAHRA.
- 8.13 SAHRA reserves the right not to accept any bid 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 the bid 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 The Bid offers, and bids should be valid and open for acceptance by SAHRA for a period of **90 days** from the date of submission.
- 8.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's bid.
- 8.18 The "Requirements for content of the Bids" section above outlines the information that must be included in dib offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.
- 8.19 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.

8.20 It is the conditions of this Bid that, a bid is submitted together with the following completed forms;

- a) SBD 1 Invitation to BID
- b) SBD 2 Tax Clearance certificate application form
- c) SBD 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 8 Declaration of Bidder's Past Supply Chain Management Practices.
- g) SBD 9 Certificate of Independent Bid Determination
- h) General Conditions of Contract

Service providers must be registered with the CIDB. Service providers with a 3 GB may qualify to submit bids. A valid CIDB Certificate must be attached to the Offer submitted.

NB: Failure to submit completed returnable forms as mentioned above will automatically disqualify your quotation.

9 . EVALUATION CRITERIA

9.1 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 tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- **Phase Two:** Meeting the minimum threshold of the prequalification criteria (functionality), which is 60 points

No.	Criteria	Scoring	Weight
1	The number of years of experience as a service provider in the in the general building/construction industry: 5 or more years 3 - 4 years 1 – 2 years 1 year or less The service provider is to submit proof of number of years as a service provider in the general building/ construction industry	5 3 2 1	50
2	Number of upgrades/maintenance construction projects completed: 5 or more projects 3 – 4 projects 1 – 2 projects 1 year or less The service provider must list the construction projects completed with contactable reference details.	5 3 2 1	50
	TOTAL POINTS		100

Bidders are required to obtain a minimum of 60 points out of 100 points to progress to the next phase of evaluation. Bidders who have obtained less than 60 points as prescribed above will be deemed as non-responsive.

- **Phase three:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

Friday, 26 August 2022 at 11h00.

12. COMPULSORY BRIEFING MEETING DATE

Date and Time: 11 August 2022 at 11h00

Location: Cradock Church, 1 High Street, Cradock, Eastern Cape

13. Queries must be directed in writing to:

Supply Chain Management

Mr Disang Kolwane

SCM Manager

Email: dkolwane@sahra.org.za