



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE
SAHRA/HPM/01/02/08/2022

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



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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 Mooimeisiesfontein property in Riebeeck East, 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 Mooimeisiesfontein property in Eastern Cape.
- 2.3 The farmhouse was partially built by Piet Retief. He built himself a large house with yellow-wood ceilings and a slate roof, and established an extensive orchard with walnut, fig, pear, plum and apple trees. He also owned several other farms and spent a considerable time of his life at Mooimeisiesfontein.
- 2.4 Mooimeisiesfontein was declared a national monument on 27 April 1937 by Government Notice 702 of 27 April 1937. It is currently graded a Grade II (PHS).



3. PROPERTY BACKGROUND

- 3.1 Riebeek East is a small village situated approximately 40km north west of Makhandia, in the Makana Municipal boundaries in the Eastern Cape. It is accessible by means of a portion of tarmac and a gravel road.
- 3.2 The subject property is a large rectangular shaped stand measuring 69 156m² and hosts a single storey main building together with two outbuildings and old stables. The property is located in close distant to the R400 which is also the main road of the village.
- 3.3 Access to the property can be gained from the R400 road utilising a small unpaved road. The access road is a low traffic route. The subject property is near the remainder of the village, but distant to basic amenities only found in Makhandia such as banks, schools, places of worship, sports facilities, shopping centres, restaurants and retail facilities. (Approximately 40km away).
- 3.4 The “Mooimeisiesfontein” dwelling is located at the edge of Riebeek East on a small portion of the remainder of the original farm. The property comprises a rectangular building with plastered and painted walls under a pitched slate roof. The building has a solid base with an open stoep to the front. The interior hosts eight individual rooms with plastered and painted walling, yellow wood timber flooring and ceilings. A memorial plate is in front of the building which indicates the history of the monument. The property is still considered to offer an average aesthetic appearance, with signs of deterioration where urgent repairs and maintenance is required.

Adjacent to the main building towards the rear is an outbuilding of similar construction. Some distance away to the lateral right is a second outbuilding which is in a poor state of repair.

4. CONSTRUCTION MATERIAL AND FINISHES

Roof	Slate tiles
Superstructure	Stone / Brick with plaster & paint
Window frames	Timber window frames fitted with clear glass panes
Floor covering	Yellow Wood Timber flooring
Ceilings	Yellow Wood Timber ceilings

5. GROSS BUILDING AREA

Mooimeisiesfontein	
Main Building	216m ²
Outbuilding One	24m ²
Outbuilding Two	<u>52m²</u>
Total	292m² (approx.)

6. SCOPE OF SERVICES

6.1 The property identified for upgrades and maintenance is referred to as the Mooimeisiesfontein property and is situated on the R400 at Riebeeck East, Albany District, 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. The template is attached. Refer to **Annexure B**.

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

8. TERMS AND CONDITIONS OF PROPOSALS

- 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 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 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 Tax Compliance Status PIN, issued by the South African Revenue Services, must be submitted and CSD registration report..
- 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 60 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 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 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.
- 8.17 All returnable Bid documents must be completed in full and be submitted together with the service provider's proposal.
- 8.18 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.



- 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

a) 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: Friday, 12 August 2022 at 10h00

Location: Mooimeisiesfontein, R400 Riebeeck East, Albany District, Eastern Cape

13. Queries must be directed in writing to:

Supply Chain Management

Mr Disang Kolwane

SCM Manager

Email: dkolwane@sahra.org.za

