



**public works &
infrastructure**

Department of
Public Works & Infrastructure
FREE STATE PROVINCE

THIS REQUEST FOR PROPOSAL (THE “RFP”) IS TO INVITE BIDDERS TO SUBMIT A FIRM, FIXED PRICE PROPOSAL FOR THE LEASE OF APPROXIMATELY 950M² to 1000M² OFFICE ACCOMMODATION AND A MINIMUM OF 50 ONSITE PARKING SPACES (20 MUST BE LOCKABLE) OR WITHIN THE CLOSE PROXIMITY OF THE PROPOSED OFFICE ACCOMMODATION IN SASOLBURG, FEZILE DABI DISTRICT IN THE FREE STATE PROVINCE.

BID NUMBER : DPWFS RFP 001/2019

ADVERT DATE:

26 APRIL 2019

CLOSING DATE AND TIME:

10 MAY 2019 AT 11:00 AM

COMPULSORY CLARIFICATION MEETING:

A COMPULSORY CLARIFICATION MEETING WILL TAKE PLACE AT CNR MARKGRAAF AND MERRIAM MAKEBA STREET, FIDEL CASTRO BUILDING (OLD CR SWART BUILDING), 23rd FLOOR MOKHALI BOARDROOM ON FRIDAY, 03 MAY 2019 STARTING AT 10H00

VALIDITY PERIOD OF THE PROPOSAL:

120 DAYS

ENQUIRIES

BIDDING PROCESS: MR. MOLEBATSI PHASUMANE – phasumanem@fsworks.gov.za OR 051 492 3862

TECHNICAL: MS. MOIPONE DISEKO – disekon@fsworks.gov.za OR 051 410 7543

PUBLIC NOTICE
INVITATION TO TENDER
BID NUMBER: DPWFS RFP 001/2019

THIS REQUEST FOR PROPOSAL (THE “RFP”) IS TO INVITE BIDDERS TO SUBMIT A FIRM, FIXED PRICE PROPOSAL FOR THE LEASE OF APPROXIMATELY 950M² to 1000M² OFFICE ACCOMMODATION AND A MINIMUM OF 50 ONSITE PARKING SPACES (20 MUST BE LOCKABLE) OR WITHIN THE CLOSE PROXIMITY OF THE PROPOSED OFFICE ACCOMMODATION IN SASOLBURG, FEZILE DABI DISTRICT IN THE FREE STATE PROVINCE.

(THE LETTABLE SPACE OF THE PROPOSED BUILDING MUST BE IN SASOLBURG)

Tenders must be deposited in the tender box situated on the Ground floor (**Main Entrance Foyer**), **O.R Tambo House (Old Lebohang Building); Cnr. St Andrew and Markgraaf Street; Bloemfontein.** Tender document(s) must be **submitted** by no later than **11:00 am** on **10 May 2019**.

Please note that tenders, which are not submitted in a properly sealed and marked envelope and / or are not deposited in the relevant tender box and / or are deposited after the closing date and time, will not be considered. **Faxed tenders will not be considered.**

Clarification Meeting:

A compulsory clarification meeting will take place as follows:

Date: Friday, 03 May 2019

Time: 10h00

Venue: Cnr Markgraaf and Merriam Makeba Street, Fidel Castro building (old CR Swart building), 23rd floor Mokhali boardroom, Bloemfontein

Failure to attend this clarification meeting will lead to disqualification.

NOTE:

- ❖ Bid documents are obtainable **free of charge** from the e-tender portal at www.etenders.gov.za from Tuesday, 02 May 2019. **OR**
 - () Bid Documents will be available at The building will be disability friendly
 - (a) The air- conditioning must be provided
 - (b) Office floors to ceramic tiles and Boardroom to be carpeted.
 - (c) Server Room to be air-conditioned
- ❖ the Department of Public Works and Infrastructure, Cnr Markgraaf and St. Andrews street, OR Tambo House, 1st Floor, Room 101B. However, a non-refundable tender / bid deposit of **R587.00** per set payable in cash is required on collection of the bid document. [Payments to be made at the O.R Tambo House, 1st floor, Room 102]

The Department is not bound to appoint any tender who submits a response to this RFP. The Department further reserves the right to accept any tender in whole or in part.

CONTENTS

SECTION 1: _____	RETURNABLE DOCUMENTS
SECTION 2: _____	TERMS OF REFERENCE
SECTION 3: _____	BID OFFER

SECTION 1: RETURNABLE DOCUMENTS

Responsiveness Criteria

Mandatory documents:

- Submit the TCS (unique number) issued by SARS
- Municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a Current Bill of Account not owing more than one hundred and twenty (120) days.
- A valid proof of registration on the National Treasury's Central Supplier's Database must be accompany this bid. (Where Consortium / Joint Venture are involved, both companies must be registered as a JV on CSD, reflecting the name of the Joint Venture / Consortium). (CSD Master Registration Number or copy of registration report).
- A Valid original or certified proof of property ownership registration (Deeds Registration) or Sales Agreement of the building which is exchanging hands and Certified copies of Directors' Identity Documents.
- The building must be within the geographic boundaries specified in the bid documents in Sasolburg, Fezile Dabi District
- The size of accommodation offered may not be less than the minimum lettable area specified in the bid documentation.
- A minimum of B-BBEE status level three (3) of contribution, i.e. Level 4 and below will not be considered (based on the revised property sector charter
- Attach a SAPOA Area certificate to confirm the proposed area or area certificate issued by a professional Property Valuer registered with SACPV for the proposed area for leasing
- Attendance of the Mandatory clarification meeting the details of which are listed in the tender notice and invitation.

Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract
The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

1. Resolution of Board of Directors
2. Resolution of Board of Directors to enter into Consortia Or Joint Ventures (in case of Joint Venture or Consortia)
3. Special Resolution of Consortia or Joint Ventures.
4. Certified B-BBEE Certificate issued by a South African National Accreditation System (SANAS) or Auditors approved and registered by the Independent Regulatory Board of Auditors (IRBA), where Consortium / Joint Venture are involved Bidders are to hand in their consolidated B-BBEE certificates.
5. Standard Bidding Document 1 (SBD 1) – Invitation to Bid
6. Standard Bidding a Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2017.
7. Annexure A: Record of Addenda to tender documents.
8. Annexure B: Proposed amendments and qualifications.
9. Annexure C: Referencing schedule: Broad-Based Black Economic Empowerment
10. Annexure D: Compulsory Declaration.

LIST OF RETURNABLE DOCUMENTS

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Pages	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	2 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	3 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	1Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents.	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications.	1 Page	<input type="checkbox"/>
Annexure C: Referencing schedule: Broad-Based Black Economic Empowerment	3 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2017	6 Pages	<input type="checkbox"/>
Annexure D: Compulsory Declaration.	4 Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at _____ *(place)* on

(date) **RESOLVED that:**

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

_____ *(code)*

Postal Address: _____

_____ (code)

Telephone number: _____ code)

Fax number: _____
(code)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

ENTERPRISE STAMP

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1

2

3

4

5

6

7

8

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

B. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____(code)

SBD 1
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS (RFP) 001/2019	CLOSING DATE:	10 May 2019	CLOSING TIME:	11:00am.
DESCRIPTION	PROCUREMENT OF APPROXIMATELY 950M ² to 1000M ² OFFICE ACCOMMODATION AND A MINIMUM OF 50 ONSITE PARKING SPACES (20 MUST BE LOCKABLE) IN SASOLBURG, FEZILE DABI DISTRICT MUNICIPALITY.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> No		<input type="checkbox"/> Yes	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
2.3 SIGNATURE OF BIDDER		2.4 DATE
2.5 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
2.6 TOTAL NUMBER OF ITEMS OFFERED		2.7 TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.8 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.9 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.10 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.11 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.12 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.13 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Annexure A - Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed _____ Name _____ Tenderer _____	Date _____ Position _____
---	------------------------------------

Annexure B: Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed

Date

Name

Position

Tenderer

Preferencing schedule: Broad Based Black Economic Empowerment Status

Preamble

Section 10(b) of the Broad-Based Black Economic Empowerment Act of 2003 (Act No. 53 of 2003) states that “Every organ of state and public entity must take into account and, as far as is reasonably possible, apply any **relevant code of good practice** issued in terms of this Act in developing and implementing a preferential procurement policy.”

A number of codes of good practice have been issued in terms of Section 9(1) of the B-BBEE Act of 2003, including a generic code of good practice and various sector codes. The sector codes vary the metrics, weightings and targets used in the generic code of good practice to establish the overall performance of an entity and its B-BBEE status. The B-BBEE status needs to be assessed in accordance with the applicable code.

1 Conditions associated with the granting of preferences

Tenderers who claim a preference shall provide proof of B-BBEE status level of contributor in accordance with the requirements of section 2 in respect of the applicable code as at the closing time for submissions, failing which their claims for preferences will be rejected.

1 Proof of B-BBEE status level of contributor

Proof of B-BBEE status level of contributor shall be by means of

- the B-BBEE status level certificate issued by an authorised body or person;
- a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act

2 Tender preferences claimed

The scoring shall be as follows:

B-BBEE status level of contributor	Status level of tenderer <i>(tick relevant level)</i>	Number of preference points	
		90/10 preference points system	80/20 preference points system
Form not completed or non-complaint contributor		0	0
Level 8 contributor		1	2
Level 7 contributor		2	4
Level 6 contributor		3	6
Level 5 contributor		4	8
Level 4 contributor		5	12
Level 3 contributor		6	14
Level 2 contributor		9	18
Level 1 contributor		10	20

4 Declaration

The tenderer declares that

a) the tendering entity is a level contributor as stated in the submitted proof of B-BBEE status level of contributor as at the closing date for submissions

b) the tendering entity has been measured in terms of the following code (tick applicable box):

Generic code of good practice

Other – specify

.....
.....

C the tendering entity confirms that it will only enter into a subcontract with the Employer's prior approval and is not permitted to subcontract more than 25% of the total of the prices of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor unless the contract is subcontractor to an Exempted Micro Enterprises which has the capability to execute the contract.

d) the contents of the declarations made in terms of a) and b) above are within my personal knowledge and are to the best of my belief both true and correct

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the tenderer, confirms that he/she understands the conditions under which such preferences are granted and confirms that the tenderer satisfies the conditions pertaining to the granting of tender preferences.

Signature:

Name:

Duly authorised to sign on behalf of:

Telephone:

Fax: Date:

Name of witness: Signature of witness:

- Note:** 1) Failure to complete the declaration will lead to the rejection of a claim for a preference.
2) Supporting documentation of the abovementioned claim for a preference must be submitted with the tender submission to be eligible for a preference

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the Preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) Forward the matter for criminal prosecution.

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

Annexure D: Compulsory Declaration

The following particulars must be furnished. In the case of a joint venture, separate declaration in respect of each partner must be completed and submitted.

Section 1: Enterprise Details

Name of enterprise:	
Contact person:	
Email:	
Telephone:	
Cell no	
Fax:	
Physical address	
Postal address	

Section 2: Particulars of companies and close corporations

Company / Close Corporation registration number	
--	--

Section 3: SARS Information

Tax reference number	
Tax compliance status pin number	
VAT registration number:	<i>State Not Registered if not registered for VAT</i>

Section 4: CIDB registration number

CIDB Registration number (if applicable)	
---	--

Section 5: National Treasury Central Supplier Database

CSD Master Registration Number Attach CSD registration report	
---	--

Section 6: Particulars of principals

principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

Full name of principal	Identity number	Personal tax reference number

Attach separate page if necessary

Section 7: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service <i>(tick appropriate column)</i>	
		Current	Within last 12 months

*insert separate page if necessary

Section 8: Record of family member in the service of the state

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service <i>(tick appropriate column)</i>	
		Current	Within last 12 months

*insert separate page if necessary

Section 9: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

Yes No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

Section 10: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- i) neither the name of the tendering entity or any of its principals appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
 - b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za)
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

Signed

Date

Name

Position

Enterprise name

NOTE 1 The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

NOTE 2: Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. organs of state and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in organs of state from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is

a fine or imprisonment for a period not exceeding 5 years or both. It is also a serious misconduct which may result in the termination of employment by the employer.

NOTE 3: Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that organs of state and municipal entities not award a contract to a person who is the service of the state, a director, manager or principal shareholder in the service of the state or who has been in the service of the state in the previous twelve months.

NOTE: 4: Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the state.

NOTE: 5 Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004) include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract and the manipulating by any means of the award of a tender.

NOTE: 6 Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice including agreements between parties in a horizontal relationship which have the effect of substantially preventing or lessening competition, directly or indirectly fixing prices or dividing markets or constitute collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
 internally independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
 enterprise has had its financial statements audited;
name of auditor
- enterprise is required by law to have an independent review of its financial statements
name of independent reviewer
- enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.
[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signed

Date

.....
Name

.....
Position

.....
Tenderer

.....

SECTION 2
TERMS OF REFERENCE

SECTION 2: TERMS OF REFERENCE

1. TERMS OF REFERENCE

1.1 PURPOSE OF THE RFP

The purpose of this Request for Proposal (the “RFP”) is to invite bidders to submit a firm, fixed price proposal for the lease of approximately 950m² to 1000m² office Accommodation and 50 onsite parking spaces (20 must be lockable) or within the close proximity of the proposed office accommodation in Sasolburg, Fezile Dabi District to the Free State Department of Public Works and Infrastructure. (The lettable space of the proposed building must be in Sasolburg).

1.2 ISSUING OFFICE

The Department is responsible for procuring all leased offices accommodation on behalf of the Free State Provincial Government (“Provincial Government”).

These RFP has been issued by the Department. In securing leased office accommodation the primary objective of the Department, inter alia, is to provide functional and best fit for use, type and location of office accommodation and optimal value to the Provincial Government. In addition to which, the Department subscribes to the principles and objectives of Broad Based Economic Empowerment (“B-BBEE”).

The Department intends entering into a medium to long term lease for office accommodation within Sasolburg, Fezile Dabi District which has a minimum B grade quality rating.

The Department intends to install a Provincial Government Department that will conduct administrative business operations within the building.

Failure to adhere or meet any of the above Mandatory Requirements will results in the bid being disqualified.

1.3 QUESTIONS REGARDING THE RFP

The Department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP. All questions, enquiries, and requests for clarification of information concerning this RFP should be addressed in writing to the following contact persons:

Technical enquiries:

Name: Me. Moipone Diseko

Tel: 051 410 7543

E-Mail: disekon@fsworks.gov.za

Procurement enquiries:

Name: Mr. Molebatsi Phasumane

Tel: 051 492 3861/78

E-Mail: phasumanem@fsworks.gov.za

A list of Bidder enquiries (without identifying the source of the enquiry) and our responses thereto will be distributed to all Bidders. Whenever a response to an enquiry would

constitute a modification or addition to the original RFP, the reply will be made in the form of an Amendment Notice to the RFP. All enquiries must include:

- The company's name, address and phone number.
- A clear and concise question.
- Relevant paragraph within this RFP to which question relates.

NB: No meetings or telephonic enquiries with bidders will be entertained.

1.4 AMENDMENTS TO THE RFP

The Department may at its sole discretion amend, revise or add to the RFP prior to the deadline for submission of Bids and, at its own discretion, may extend the deadline for the submission of Bids.

Any changes to the RFP will be in the form of written amendment issued by the Department. Such amendments will be sent by email with receipt acknowledgement requested to all Bidders. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any Bidder who fails to receive such amendments shall not be relieved of any obligation under its proposal as submitted.

The Department reserves the right to withdraw or cancel this RFP at any stage.

1.5 BRIEFING SESSION

A compulsory clarification meeting will take place at Cnr Markgraaf and Merriam Makeba Street, Fidel Castro building (old CR Swart building), 23rd floor Mokhali boardroom on Friday, 03 May 2019 starting at 10h00.

Failure to attend this clarification meeting will lead to disqualification.

1.6 BID SUBMISSIONS

A one (1) envelope bid submission process will be followed by this RFP. The following documentation will be included in the envelope

Title on Envelope:	DPWFS RFP 001/2019: The Department of Public Works and Infrastructure, Free State Province invites proposals from interested parties to submit Bid proposals for the lease of approximately 950m ² to 1000m ² of office accommodation and 28 onsite parking spaces (11 must be lockable) or within the close proximity of the proposed office accommodation in Sasolburg, Fezile Dabi District to the Free State Department of Public Works and Infrastructure ("The Department"). The lettable space of the proposed building must in Sasolburg.
Documentation to be included in the envelope:	<ul style="list-style-type: none"> • All returnable documents correctly provided in terms of section two (2) of this RFP. • Technical Proposal addressing all the technical specifications in terms of section three (3) of this RFP. • Financial proposal in the format as required.

All bidders must comply with the above outlined bid submission format. Failure by any bidder to comply with this bid submission format will automatically result in their bid submissions being disqualified.

1.7 BID SUBMISSION CLOSING DATE

All bids must be submitted in hard copy and by no later than 10 May 2019 at 11:00 at the following address:

Bid Box
Ground Floor, Main Entrance Foyer,
OR Tambo House;
St Andrew Street;
Bloemfontein

1.8 EVALUATION OF BID SUBMISSIONS

1.8.1 OFFICE ACCOMMODATION NEEDS

Rank of Official	Number of Offices	Space Requirement (m ²)
1.1 ADMINISTRATIVE SUPPORT SERVICES: 154m²		
1× Telecom Operator	1 Reception/Switchboard/Waiting Area	14m ²
1× Administrative Officer	1	14m ²
1× Admin Clerk	1	14m ²
1× Transport Clerk	1	14m ²
2× Cleaners 1× Driver/Messenger	1	14m ²
1× Chief Security Officer	1	14m ²
1× Senior Security Officer	1	12m ²
Security Officers	1 Guardhouse (with basin, toilet and electrical connection)	m ²
Registry (files)	1	20m ²
Storeroom (cleaning material and stationery)	1	12m ²
Strong room (petty cash and personnel files)	1	12m ²
1.2 SOCIAL WELFARE SERVICES: 626m²		
2× Social Work Managers	2	18m ² each (total 36m ²)
4× Social Work Supervisor	4	16m ² each (total 64m ²)
25× Social Workers	25 (use for office and consultation room)	14m ² each (total 350m ²)
5× Social Auxiliary Workers	5	12m ² each (total 60m ²)
2× Probation Workers	2	14m ² each (total 28m ²)
2× Assistant Probation Workers	2	14m ² each (total 28m ²)
2× Admin Clerks	2	14m ² each (total 28m ²)
Consultation Rooms		
Intake Office	1	12m ²
Registry (files and stationery)	1	20m ²
1.3 COMMUNITY DEVELOPMENT: 144m²		
1× Community Development Manager	1	18m ²
1× Community Development Supervisor	1	16m ²

5× Community Development Practitioners	5	14m ² each (70m ²)
5× Assistant CDPs	1 open plan office	20m ²
Registry (files and stationery)	1	20m ²
1.4 NPO: 32m²		
1× NPO Supervisor	1	16m ²
1× Admin Officer 1× Assistant CDPs	1	16m ²
1.5 COMMON AREAS:14m²		
Boardroom (incl. Kitchenette)	1	60m ²
Strong Room	1	20m ²
Kitchen	1	16m ²
Server Room	1	10m ²
Female Toilet	3 stalls p/toilet	16m ²
Male Toilet	3 stalls p/toilet	16m ²
Paraplegic Toilet	1	10m ²
Boardroom (incl. Kitchenette)	1	60m ²

1.8.2 GRAND TOTAL AREA NEEDED.

(a) ± 1,000 m². This area includes the passage, ablution facility, kitchen and any unutilized space.

1.8.3 ADDITIONAL NEEDS

- (d) The building will be disability friendly
- (e) The air- conditioning must be provided
- (f) Office floors to ceramic tiles and Boardroom to be carpeted.
- (g) Server Room to be air-conditioned

1.9. EVALUATION OF BID SUBMISSIONS

- 1.9.1** The contract resulting from this RFP, if any, will be awarded to the most technically responsive Bidder offering the best value for money to the Department.
- 1.9.2** Proposals will be evaluated by a Bid Evaluation Committee. The main objective of the Bid Evaluation Committee will be the examination of each bid proposal to determine how effectively it satisfies the Department requirements. The evaluation of bid submissions will be conducted in three (3) phases:

Phase:	Details:
Stage 1	Mandatory requirement - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Compliance with terms of reference as stated above
Stage 3	Price and preference - evaluation of preferred bids in accordance to the Preferential Procurement Regulations of 2017 using 80/20 Preference points system

1.10 Three stages of evaluation:

1.10.1. Stage one – Mandatory requirements

1.10.1. The following mandatory requirements will be applicable for this contract.

1.10.2. Bidders who fails to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

NO	MANDATORY REQUIREMENTS
1	Submit the TCS (unique number) issued by SARS
2	Municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement or a Current Bill of Account not owing more than one hundred and twenty (120) days.
3	Valid Proof of Registration on the National Treasury`s Central Supplier`s Database must accompany these bid. (Where Consortium / Joint Venture are involved, both companies must be registered as a JV on CSD, reflecting the name of the Joint Venture / Consortium). (CSD Master Registration Number or copy of registration report).
4	A Valid original or certified proof of property ownership registration (Deeds Registration) or Sales Agreement of the building which is exchanging hands and Certified copies of Directors` Identity Documents.
5	The building must be within the geographic boundaries specified in the bid documents in Sasolburg, Fezile Dabi District
6	The size of accommodation offered may not be less than the minimum lettable area specified in the bid documentation.
7	A minimum of B-BBEE status level three (3) of contribution, i.e. Level 4 and below will not be considered (based on the revised property sector charter
8	Attach a SAPOA Area certificate to confirm the proposed area or area certificate issued by a professional Property Valuer registered with SACPVP for the proposed area for leasing
9	Attendance of the Mandatory clarification meeting the details of which are listed in the tender notice and invitation.

1.11. Stage two – Functionality and responsiveness to the Departmental requirements:

1.12. Stage 3 – Price and Preference (80/20 OR 90/10 preference point system)

1.12.1. Allocation of preferential points based on B-BBEE status level of contribution

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

1.12.2. Each Bid will be required to meet the set criteria at each relevant evaluation stage prior to it proceeding to the next stage of evaluation. Bids that do not meet the set criteria of a particular stage of evaluation will be eliminated.

1.13. CONTRACT MANAGEMENT

- 1.13.1.** Any contract awarded pursuant to this RFP will incorporate the requirements, specifications, terms, and conditions contained in this RFP, as well as the contents of the bidder's proposal as accepted by the Department.
- 1.13.2.** **The Department reserves the right to negotiate the modification of proposed terms and conditions with the 1st preferred bidder in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory end product or service.**
- 1.13.3.** **If the parties are unable to reach agreement, the Department may opt to go to the 2nd preferred bidder with the most responsive proposal to the requirements as stated in these RFP.**
- 1.13.4.** The successful bidder will be required to sign the Standard Lease Agreement of the Department. No other lease agreement format will be considered by the Department.

1.14. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and submission of proposals and related documentation, including bidder presentation to the Department, will be borne by each bidder.

1.15. CLARIFICATION OF BIDS

Prior to contract award, the Department may, at its sole discretion, seek clarification from any bidder regarding any proposal information and may do so without notification to any other bidder.

2. TECHNICAL PROPOSAL

2. SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY:

2.1 GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialled and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

2.2. CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public works and Infrastructure, Free State Province. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act of 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible

to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993), i.e. all the relevant certificate to this effect, e.g. the COC certificate, must be submitted before occupation of the building by the Department.

2.3. SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.
- (c) Access control

2.4. RECORD ROOMS:

- (a) Record rooms, on each floor, shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record rooms shall be of masonry of not less than 220mm or of concrete of not less than 120mm thick or of such structure approved by the Department of Public Works and Infrastructure.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works and Infrastructure.
- (c) All keys shall be handed over to the Department of Public Works and Infrastructure.

2.5. ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

2.6. PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

2.7. FLOOR TO CEILING HEIGHTS:

A clear floor to height of as close as possible to 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

2.8. DOORS, LOCKS AND KEYS:

All offices shall be provided with a door of at least 900mm and each fitted with a good quality five pin cylinder lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building. Two master keys, which can unlock the locks of all offices, shall also be provided.

2.9. FLOOR COVERING:

Floor covering, either in a form of carpets, and tiles, must be of an acceptable standard and quality to last at least 10 years.

2.10. POWER POINTS:

- (a) Offices and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof. The Department of Public Works and Infrastructure shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.
- (b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.21.
- (c) The COC must be issued before the building can be occupied.

2.11. LIGHTING:

- (a) Each office shall be provided with its own light switch in a suitable position near the floor.
- (b) The lighting levels all measured at working plane.

2.12. TELEPHONES:

- 2.12.1. Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of Telkom.
- 2.12.2. The user department (s) itself will negotiate with Telkom as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

2.13. TRUNKING:

The trunking servicing the building must conform to the latest technological standards.

2.14. FACILITIES FOR CLEANERS:

On every floor of a multi-story building or for every 1 3200m² gross floor area a cleaner's room of not less than 6m² shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside, secured window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

2.15. TOILET FACILITIES:

The following norms shall be applied:

2.15.1. Males-staff and public

One WC for every 15 persons to a total of 60 and thereafter one for every 20 person additional person's thereof. One wash hand basin for every to WC's.

2.15.2. Females- staff and public

One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.

2.15.3. Physically challenged persons

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

2.16. MATERIAL AND FINISHES:

2.16.1. All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.

2.16.2. Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works and Infrastructure.

2.17. INSPECTION:

The Department of Public Works and Infrastructure considers it a condition of contract that in contracting with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that they may wishes to inspect. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works and Infrastructure.

3. INSTALLATION OF INFORMATION AND COMMUNICATION TECHNOLOGY INFRASTRUCTURE

3.1. This scope is for the installation of network points, incl. Trunking, cabinets, power sockets, UPSs, panels, routers, switches, testing and labelling, network schematic and professional services.

3.2. The installation and commissioning of information and communication technology must be installed according to SITA requirements and standards.

3.3. Networking equipment:

(a) Cabling Standard – Cat 6 (The network will be used to carry Voice over IP and Internet traffic via Multiprotocol Label Switching (MPLS) network).

(b) Switches – the Department requires switches that are PoE enabled and recommends CISCO switches for standardization. The maintenance and support licenses for all equipment must be surrendered to the Department.

3.4. The number of network points is assumed to be 100. The proposed cost must therefore be presented "per network point".

- 3.5. The department expect good workmanship with no cables protruding on the walls and cabinets. The specifications for the network infrastructure is as specified below:

Technical Specifications					
ITEM	DESCRIPTION	Unit of Measure	Quantity	Rate in Rands	Total
(a)	Horizontal Cabling				
	Cat 6 Network Point				
2	Cat 6 Patch Lead				
3	Cat 6 Fly Lead				
4	24-way patch panel				
5	50 x 50 Punch plate white				
	45 deg adapter				
	25 x 50mm Blank				
	1U Brush Panel				
	Testing and Labelling				
Server Room					
	27U 19" 600 x 800 cabinet with 5-way power				
	27U 19" 600 x 800 cabinet with 5-way power				
	3 KVA UPS + SNMP Card and rail kit				
	4 Core M/M Fiber optic				
	24-way splice enclosure complete				
	LC unjacketed pigtailed m/m				
	LC – LC m/m Fiber patch cord				
	Splicing and OTDR				
	Install EGA Trunking				
Routing Infrastructure					
	40 x 40 mm EGA Trunking				
	Install EGA Trunking				
	3.5m Power pole				
	Service outlet Kit				
Professional Services					
	Project Management				
	Certification				
	Schematic Layout of network				
	Consumables				
TOTAL PRICE					

SECTION 3
BID OFFER

SECTION 3: BID OFFER

1. BID OFFER – OFFICE ACCOMMODATION

Bid no:	DPWFS RFP 001/2019	Closing date:	10 MAY 2019
Advertising date:	26 APRIL 2019	Validity period:	120 days

2. ACCOMMODATION PARTICULARS

Name of building	
Address of building	
Market Value of building	
Municipal valuation of building	
Gross floor area of accommodation	m ²
Date accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	
Value Added Tax Number	

3. RENTALS (OFFICES, STORES AND PARKING)

	Offices	Stores	Parking
Lettable Area	m ²	m ²	
Parking bays			
Rental per month	R		R
VAT per month	R		R
Total per month	R		R

Tariffs	R /m ²	R /m ²	R each
VAT	R /m ²	R /m ²	R each
Total (1)	R /m ²	R /m ²	R each
Escalation Rate	%	%	%

Operating Costs (<u>Provide / Attach details on what costs entail</u>)	R /m ²	R /m ²	
VAT	R /m ²	R /m ²	
Total (2)	R /m ²	R /m ²	
Escalation Rate	%		
Total (1 + 2)	R /m ²	R /m ²	R each

Alteration Cost for Lessor:	R	R	
------------------------------------	---	---	--

4. RESPONSIBILITIES

Note: The state is not prepared to accept responsibility for services or costs involved as per grey areas.

(Indicate where applicable)

a. Services	State	Lessor	Estimated cost per month
i. Water consumption			
ii. Electricity consumption			
iii. Sanitary services			
iv. Refuse removal			
v. Domestic cleaning service			
vi. Consumable Supplies			

b. Maintenance	State	Lessor	Estimated cost per month
i. Internal maintenance			
ii. External			
iii. Garden (If applicable)			
iv. Air conditioning			
v. Lifts			
vi. Floor covering: normal wear			

c. Rates and Insurance	State	Lessor	Estimated cost per month
i. Municipal rates & Increases			
ii. Insurance & Increases			
iii. SASRIA insurance + Increase			

d. Other Responsibilities	a. State	Lessor	Estimated cost per month
i. Contract costs			
ii. Stamp duty			
iii. Fire fighting equipment			
iv. Cost of alterations			

Note: State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/>
	No	

5. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PARTICULARS FOR PAYMENT OF RENTAL:

Person/Organisation to whom cheque must be issued	
Postal address	
Telephone no.	
Cell. No.	
e-mail address	

b. INCOME TAX REFERENCE NUMBER:

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)		
Name of owner / Duly authorised representative	Signature	Date

2.4. COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:	DPWFS RFP 001/2019	Closing date:	10 MAY 2019
Advertising date:	26 APRIL 2019	Validity period:	120 DAYS

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT

I, _____ duly authorised to represent

_____ (the bidders name) acknowledge that I as

_____ shall ensure that _____ (description of the property in question) complies in every respect with the requirements of the following Acts, Regulations and By - Laws:

- (i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- (ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- (iii) The Municipal by-laws and any special requirements of the local supply authority.
- (iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works and Infrastructure immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

1. WITNESS:

Name of witness	Signature	Date

2. WITNESS:

Name of witness	Signature	Date