

# **TOR: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF OFFICE SPACE TO AQUITY INNOVATIONS NPC IN BUFFALO CITY METRO/AMATHOLE DISTRICT.**

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## **Background and Introduction**

AQUITY Innovations NPC has been appointed by the National Department of Health to serve as one of the GLOBAL FUND TB Sub-Recipients (SRs) in South Africa. The project activities are implemented in Mpumalanga (Ehlanzeni district) and Eastern Cape provinces (OR Tambo, Amathole District and Buffalo City Metro districts). Amongst other objectives, the program seeks to improve TB testing at community level.

AQUITY Innovations NPC, through this grant, seeks to lease an office space in the Eastern Cape province within Buffalo City Metro/ Amathole District. This contract is expected to start by the **1st of July 2023** and remain in force until 31 March 2025, the termination date. This tender is subject to Section 5 special conditions.

## **1. BID RESPONSES**

It is the responsibility of each supplier to ensure that complete documents are submitted for their intended bid on or before the closing date and time. No late submissions will be accepted.

### **Phase 1**

Phase 1 (Section 2) consists of the mandatory section that must be complied with in full before advancing to Phase 2. Failure to adhere to these requirements will result to an automatic disqualification, negating a need to proceed to Phase 2 evaluation.

## **2. MANDATORY ADMINISTRATIVE REQUIREMENTS**

2.1 The supplier must submit all required documents indicated hereunder:

- 2.1.1 Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- 2.1.2 Certified Director IDs copies (certified within the last 3 months).
- 2.1.3 Owner's consent for the leasing of the property covering the duration of the contract period. (Where building is not owned by the bidder),
- 2.1.4 Three months rates and taxes statement of the property to be leased.
- 2.1.5 Detailed office floor plans
- 2.1.6 Certificate of Compliance (Occupational Health and Safety and Electricity Certificates)

- 2.1.7 Proof Central Supplier Database registration not older than 30 days.
- 2.1.8 Valid **SARS Tax Pin** confirming full compliance with all tax related matters including VAT and other statutory taxes. The **VAT registration letter** must also be attached as confirmation of VAT registration.
- 2.1.9 Signed Global Fund Code of Conduct of Suppliers of Services.
- 2.2 The supplier must submit a profile of the entity which includes, but is not limited to, the following:
  - 2.2.1 Company profile detailing property management experience.
  - 2.2.2 Risk Management strategy detailing how the bidder deals with risks associated with buildings such as fire, floods, power, emergencies, who is responsible for continuous risk assessments and mitigation etc. Bidders must demonstrate their capacity to manage risks where possible indicate available Service Level Agreements available for essential services such as back-up power, air conditioning and other essentials services.
  - 2.2.3 Names and identity numbers of all directors, chief operating officers, and staffing or contacts who will be responsible for maintenance and prompt attention to requests.
  - 2.2.4 Three (3) testimonials/ reference letters from previous contractors/clients. **See Annexure 1.**

The following SBD forms must be attached (These are downloadable from [http://ocpo.treasury.gov.za/Buyers\\_Area/Pages/Standard-Bidding-Forms.aspx](http://ocpo.treasury.gov.za/Buyers_Area/Pages/Standard-Bidding-Forms.aspx)):

- 2.2.5 SBD 1
- 2.2.6 SBD 4
- 2.2.7 SBD 6.1
- 2.2.8 SBD 7.2
- 2.2.9 SBD 8
- 2.2.10 SBD 9

**Applicants who do not submit the above mandatory requirements will automatically be disqualified.**

### **2.3 ADDITIONAL REQUIREMENT.**

Original or Certified copy of BBBEE Status Level (from SANAS Accredited Verification Agency) should be submitted with the applications. Sworn affidavits from qualifying small enterprise and specialised entities will be accepted in line with the relevant prescripts. Applicants are to note that the bid evaluation will consider the BBBEE status in line with the stipulated price evaluation criteria.

### **3. SCOPE OF WORK (BUILDING REQUIREMENTS) AND SCORING MATRIX**

The tables below summarise the basic building requirements for this tender and the relevant scoring matrix to be used at evaluation of submissions. Bidders are to ensure that their submission clearly details information required for scoring purposes in their proposal and supported by appropriate documentation they deem relevant for a successful bid. Bidders are therefore not limited to the mandatory requirements in this regard. **A detailed proposal must address functional areas covered on table 1 from point 1 to 15.**

**Table 1 - BUILDING REQUIREMENTS - BUFFALO CITY METRO / AMATHOLE**

BUILDING REQUIREMENTS TO BE EVALUATED.		Maximum Score	Criteria 1	Criteria 2	Criteria 3
1.	A minimum of 350 m <sup>2</sup> BCM/ Amathole	10 Points	0 Less than minimum	5 =Meets the minimum	10 =Exceeds the minimum
2.	1 x Furnished reception accessible by wheelchair	5 Points	0 = Not accessible	2.5 = Furnished	5 = Furnished and accessible by wheelchair
3.	1 x Kitchen demarcated and has the basics	5 Points	0 = No kitchen	2.5 = Kitchen is demarcated	5 = Demarcated and has basics
4.	1 x Minimum 20-Seater boardroom (Staff and Management meeting) equipped with projector screens	5 Points	2 = Less than 20-seater boardroom	2.5 = 20-seater board room	5 = More than 20-seater boardroom
5.	1 x Storeroom 15 to 25 sqm (spread m	5 Points	2 = Less than 15 sqm storeroom	2.5 = 20 sqm storeroom	5 = Above 20 sqm storeroom
6.	1 x Open plan office (15 desks seating)	5 Points	0 = Less than 15 desks	2.5 = 15 Desks	5 = More than 15 desks
7.	3 x Enclosed offices	5 Points	0 = Less than 3 enclosed offices	2.5 = 3 enclosed offices	5 = More than 3 offices
8.	Common areas & ablution facilities (Male and female toilets).	5 Points	0 = Accessible from outside	2.5 = Unisex accessible from inside	5 = Demarcated, separate male & Female, Accessible from inside
9.	All offices should be networked with POE (power over ethernet)	5 Points	0 = No POE	5 = Fully capacitated with POE	
10.	Distance to major shopping centre	5 Points	0 = More than 5km	2.5 = 2km – 3 km	5 = 1km – 2 km
11.	Site access	5 Points	0 = Co-sharing	2.5 = Separate entity	5 = Separate entity with delivery direct access
12.	A minimum of 10 secured parking bays, with extra 4 bays with no height restrictions	10 Points	0 = Less than 10 parking bays	5 = 10 parking bays	10 = More than 10 parking bays with 2 above 2.5m
13.	All offices should be equipped with air-conditioning	10 Points	0 = No aircon	10 = Aircon	
14.	Power Backup system	10 Points	0 = No battery back-up system	10 = Functional back-up system	
15.	24-hour security	10 Points	0 = No security	5 = Physically secure	10 = Physically secure with armed response
<b>Total</b>		<b>100 Points</b>			

## Phase 2

### 4. EVALUATION CRITERIA

The bid will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PFMA) outlined in the SBD 6.1 documentation based on an 80/20 principle. 20% Functionality and 80% Price. It is advisable that the proposal strictly follows the evaluation criteria stipulated under TABLES 4 and 5.

#### 4.1 PRICE EVALUATION

Once all the technical evaluations are complete, bidders scoring 70% or more will proceed to the price evaluation stage. Pricing evaluation will be on the SBD 6.1 form evaluation matrix as indicated below.

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

A maximum of 80 points is allocated for price on the following 80/20 basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historical Disadvantaged Individuals	8		
Female	6		
People with disability (provide proof)	2		
Promotion of SMMEs	2		
Promotion of SA owned Enterprise	2		

## 5. SPECIAL CONDITIONS

5.1 The contractor reserves the right to award according to the most economical service option submitted.

5.2 AQUITY reserves the right to appoint or cancel the tender and the continuity of the work published that is subject to the availability of funding from the funder.

5.3 The contractor reserves the right not to make an award.

5.4 The contractor reserves the right to conduct price negotiations, where deemed necessary.

5.5 All suppliers are bound to protect the confidentiality of all data (including the protection of personal information) and information gathered and accessed through the work on assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications.

5.6 The contractor reserves the right to request any relevant documentation at any stage of implementation.

5.7 The contractor reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

## 6. SUBMISSION AND FURTHER ENQUIRIES

6.1 Both email and physical submissions will be accepted.

6.2 **Physical submission** should be submitted at the AQUITY office located on address number - 114 Sovereign Drive, Route 21 Office Park, Irene, Centurion, 0157 on or before the closing date and time as per 6.8 below. The sealed envelope must be clearly marked with the reference for the tender being bided as per references on point 6.5 below.

6.3 **Emailed submissions** must submit all required documents relating to this proposal by email to [tenders@aquity.org](mailto:tenders@aquity.org) quoting the reference of this tender bided for as per 6.5 below on the email subject to allow ease of processing.

6.4 An email size limit of 10mb per email will apply. If the bidder needs to submit more documentation, emails should clearly be marked Email 1 of 2, Email 2 of 3 as an example. Please note that SharePoint or OneDrive, Google Drive or similar links will NOT be accepted.

6.5 The following referencing should be used for both physical and emailed submissions.

Bided office	Bidding Reference
BCM/AMATHOLE OFFICE	BIDER NAME_AQUITY0003_ BCM/AMATHOLE OFFICE

*Bidders to replace bidder name with own name. Example: XYZ PTY\_AQUITY001\_ BCM/AMATHOLE OFFICE.*

6.6 All pages in the bid submission must be initialled by the same person with black ink.

6.7 Where certified copies of documents are required, the person certifying such documents must not be associated with the bidder in any way.

6.8 The use of correction fluid is not acceptable. Any change/s must be clearly indicated and initialled.

6.9 All bid documents must be submitted on or before **the closing time of the bid, 26<sup>th</sup> of May 2023**. Due to load shedding and other potential delays, the onus for prompt submission rests with the bidders. No late submissions will be accepted.

6.10 Incomplete bids will be deemed non-responsive and rejected at bid opening.

6.11 All questions relating to this tender must be addressed to [tenders@aquity.org](mailto:tenders@aquity.org) before the 8<sup>th</sup> of May 2023. Responses to the questions will be posted on the AQUITY website ( [www.aquity.org](http://www.aquity.org)) post the compulsory briefing session as well.

6.12 A non-compulsory virtual briefing session will be held on the 12<sup>th</sup> of May 2023. Bidders who wish to attend must register on the form link <https://forms.office.com/r/dAwrv1qKsu> by 10<sup>th</sup> of May 2023 in order to receive an invite link.

6.13 It is the responsibility of each supplier to ensure that complete documents are submitted on or before the closing date and time.

### Annexure 1. Supplier references: Bidders to complete the table below.

#	Reference Client Name	Contract Number and Description of services rendered	Contract Duration	Contactable reference Contact Details.	
1				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
2				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
3				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
4				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
5				Client Name:	
				Contact person:	
				Contact No:	
				Email:	
<i>Add as may be necessary</i>					