

## Invitation to Tender

**Tender Name: Office Space Rental – Ceres (WC)**

**Tender Number: RFP/CERES/LEASE/2024/01**

|   |  |
|---|--|
| <b>Date of Issue</b>                            | 12 April 2024, Wednesday,  |
| <b>Closing Date &amp; Time</b>                  | 14 May 2024, Thursday @ 11h00am  |
| <b>Bid Validity Period from date of Closure</b> | 150 Days   |
| <b>Method of Submission</b>                     | Physical Submission in Tender box:<br>PPECB Head Office, Main Reception<br>and<br>An electronic submission, that must be stored via Microsoft OneDrive |
| <b>Tender Enquiries</b>                         | Portia Jonginyanga<br>E-mail: <a href="mailto:PortiaJ@ppecb.com">PortiaJ@ppecb.com</a><br>Tel: +27 21 930 1134   |
| <b>PPECB business hours</b>                     | 08:15 – 16:45  |
| <b>Category</b>                                 | Building   |



**PPECB**

[www.ppecb.com](http://www.ppecb.com)

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## 1 Invitation to Tender

Bidders are invited to tender for the appointment of a service provider for the provision of office space rental for PPECB Ceres office. The successful bidder will enter into a lease agreement with the PPECB for a period of three (3) years with an option to renew for further two (2) years.

Bidders must comply with the instructions of all the requirements of this Invitation to Tender. Non-compliance may lead to a tender not being considered by the PPECB.

The bid and accompanying documents must be carefully parcelled, sealed, and delivered to the Procurement tender box in the reception area of PPECB Head Office by no later than **09 May 2024 at 11:00am**

## 2 PPECB Background

The PPECB is a Schedule 3A national public entity that is constituted and mandated in terms of the PPEC Act, No. 9, of 1983 to perform cold chain services. The PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture, Land Reform and Rural Development under the APS Act, No.119 of 1990.

The PPECB's Executive Authority is the Minister of the Department of Agriculture, Land Reform and Rural Development who appoints the board members. The board comprises of representatives from the perishable product industries.

The PPECB employs ± 1 020 people, who deal with more than 200 products and 500 varieties. There are more than 50 service types, over 30 offices in 13 production regions, at more than 1,500 locations. A large percentage of staff are inspectors and therefore not office bound. In addition to these offices the PPECB also has several sub offices that operate on a seasonal or ad-hoc basis.

The PPECB, mandated by the Minister of the Department of Agriculture, Land Reform and Rural Development has been delivering end-point inspection services on perishable products destined for export since 1991. Inspectors stationed across the country; deliver inspection services on 200 product types at more than 1500 locations.

The PPECB is responsible for South Africa's cold chain management and ensures that products for export are handled, stored and transported at specific temperatures and optimum conditions.

Please visit the PPECB's website on [www.ppecb.com](http://www.ppecb.com) for more information on the PPECB.

## 3 Conditions of Tender and Tender Instructions

### 3.1 Central Supplier Database

Bidders are required to register on the Central Supplier Database ([Welcome - Central Supplier Database Application \(csd.gov.za\)](http://Welcome - Central Supplier Database Application (csd.gov.za))) and to include their Master Registration Number (Supplier MAAA Number) in SBD1 in order to enable the PPECB to verify the supplier's tax status, company registration, bank details, directors and shareholders.

### 3.2 Cost of proposal preparation

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this invitation, including post submission tender activities, such as responding to clarification questions, preparing for, and conducting presentations and demonstration, responding to PPECB due diligence requirements, etc.

### 3.3 /Questions from bidders & additional tender information

Each Bidder must ensure that they are familiar with the Tender Documents and understand the obligations that will apply if the Tender is accepted by the PPECB.

Should the Bidder wish to clarify aspects of this Tender or the acquisition process, they must contact, via email, the officials listed on the Tender cover page. The Bidder must ensure that they use the Tender Number and Name as reference in any communication with the PPECB.

Any queries relating to the Tender Documents must be sent no later than **ten (10) days** before the closing date of Tender. No questions will be responded to after the deadline for submission of questions.

### **3.4 Changes to the specification**

Should it be necessary to revise any part of this specification document, an addendum setting out such revisions will be published on the E-Tenders and the PPECB website.

Any amendment or change of any nature made to this Tender Documents shall only be of force and effect if it is in writing, signed by a PPECB authorized signatory and added to this Tender as an addendum.

### **3.5 Clarification from bidders following tender submission.**

PPECB may request written clarification, documentary evidence or further information regarding any aspect of this Bidder's tender submission. The Bidder must supply the requested information in writing within the time frames stipulated by the PPECB, otherwise the proposal may be disqualified.

### **3.6 Declarations of Interest**

Bidders must make full disclosure where interest exists or may exist between parties under the proposed contract. In the event that a conflict of interest exists between the most advantageous Bidder and the PPECB, and this was not disclosed, the said Bidder's bid will not be accepted. The next most advantageous Bidder will be awarded the contract.

### **3.7 Tender Award.**

The award of the tender is subject to receiving approval from the Executive Committee and the Board of the PPECB.

### **3.8 Bidder's Acceptance of Tender Conditions**

By submitting a proposal in response to this Tender, the Bidder acknowledges and accepts all the terms and conditions herein and the evaluation process and criteria.

### **3.9 Document Ownership**

This document and the information contained within it are for vendor use only, for the purposes of preparing a response to this Tender. The document is not to be duplicated and distributed, nor is its information to be disclosed to any third party without PPECB's written permission.

### **3.10 Bidder's Authorised Signatory**

Proposals submitted by companies must be signed by a person or persons duly authorised thereto. The Bidder must provide proof of authority to sign this bid (e.g. resolution of board of directors, etc).

### **3.11 Joint Ventures, Consortium or Trusts**

Bidders must submit proof of the existence of joint ventures and/or consortium arrangements. PPECB will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. In the B-BBEE Codes, these are referred to as incorporated joint ventures or unincorporated joint ventures (such as a consortium).

The joint venture and/or consortium agreements must clearly set out the names and roles and responsibilities of the Lead Partner in the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect

of matters pertaining to the joint venture and/or consortium arrangement. In addition, provide the following information:

- Entity(ies) that will be guaranteeing contract performance.
- Date of Joint Venture formation, if applicable; and
- Details regarding the nature of the agreement between the Joint Venture Partners including the proposed percentage division of work between the constituent members. Each party to the Tender, if that party is a subsidiary company, is required to give details of the extent to which the holding company and related subsidiaries and associates are prepared to provide guarantees.

### **3.11.1 Preference Points for Joint Ventures, Consortiums or Trusts**

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

### **3.12 Proposal Withdrawal**

Should the Bidder withdraw the proposal before the proposal validity period expires, PPECB reserves the right to recover any additional expense incurred by PPECB having to accept any less favourable proposal or the additional expenditure incurred by PPECB in the preparation of a new Tender and by the subsequent acceptance of any less favourable proposal.

### **3.13 Extension of Proposal Validity Period**

Should the evaluation of the proposals not be completed within the validity period, PPECB has discretion to extend the validity period. Upon receipt of the request to extend the validity period of the bid, the Bidder must respond within the required timeframes and in writing on whether or not it agrees to hold its original proposal responses valid under the same terms and conditions for a further period.

### **3.14 Reference Checks**

In the evaluation of proposal, PPECB reserves the right to conduct independent reference checks.

### **3.15 Additional Information**

PPECB reserves the right to obtain additional information from the bidder after the bid closing date to clarify aspects of the bidder's proposal.

Should such a request be made, the bidder must respond within the timeframe specified in the request. Should a bidder fail to respond or respond after the specified deadline, the bidder's proposal will no longer be considered for further evaluation.

### **3.16 Rejection of proposal**

3.16.1 PPECB reserves the right to reject any proposal found to be inadequate or non-compliant to the Scope of the Terms of Reference.

3.16.2 PPECB may reject a bid if does not comply with the instruction of submission of the proposal referred to above.

3.16.3 No tender will be awarded if the proposed solution does not meet the technical compliance criterion as set out in the tender documents.

### **3.17 Data Protection**

Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.



### 3.18 Disclaimer

This specification document is an invitation for tender only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its tender response, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this Tender. The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the tender, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

### 3.19 Confidentiality

Some of the information contained in the Tender Documents may be of a confidential nature and must only be used for purposes of responding to this Tender. This confidentiality clause extends to bidder's partners or consortium members whom you may decide to involve in preparing a response to this Tender.

For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

The receiving party shall not, during the period of validity of this process, or at any time, thereafter, use or disclose, directly or indirectly, the confidential information of PPECB (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

The receiving party shall take all such steps as may be reasonably necessary to prevent PPECB's confidential information coming into the possession of unauthorized third parties. In protecting the receiving party's confidential information, PPECB shall use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

Any documentation, software or records relating to confidential information of PPECB, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

- shall be deemed to form part of the confidential information of PPECB,
- shall be deemed to be the property of PPECB.
- shall not be copied, reproduced, published, or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and shall be surrendered to PPECB on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts thereof.

### 3.20 General legal conditions

The preparation of response will be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such Bidder's or any other proposal was accepted or rejected.

While information in this Tender document has been prepared in good faith, it does not purport to be totally comprehensive, nor to have been independently verified. PPECB does not accept any liability

for its adequacy, accuracy or completeness, nor does it make representation or warranties with respect to information contained in it, or upon which the Tender is based.

Prior to submitting the proposal, Bidders should satisfy themselves of the accuracy and completeness of all the information submitted. Bidders should be confident that the pricing submitted is sufficient for the company to meet all its obligations in terms of this Tender document and any contract that may result from this Tender process. Failure to do so may lead to disqualification.

### **3.21 Tender submissions**

Bidders are required to submit detailed proposals to demonstrate their ability to provide the services they will deliver on this Tender. A detailed specification of the services required by PPECB is contained herein.

For further tender instructions, refer to Tender submission instructions, refer to Section 5.

## 4 Terms of Reference

### 4.1 Background

The PPECB is looking to appoint a service provider who is qualified in property management entities to submit proposals for the rental of office space for the PPECB Ceres office for a period of three (3) years with an option to renew for 2 years around Ceres area in the Western Cape.

### 4.2 Scope of Service

The Bidders will be required to provide a written proposal for the provision of the office space that is conducive for the PPECB to conduct its operations efficiently and complying to the necessary legislations as detailed under the technical specification below:

| Item No. | Description          | Specification  |
|----------|----------------------|--|
| 1.       | Office Size          | Gross Rentable Office Area between 350 - 400 sqm   |
| 2.       | Property Information | <p>Proposal should clearly outline the following:</p> <ul style="list-style-type: none"> <li>• Preferable A/B Grade Building (as per SAPOA Specification)</li> <li>• Physical address of the building, stand number,</li> <li>• Details of all partners to the offer (Details of all parties to the transaction of the office rental of the building e.g., name and details of owner, name, and details of estate agent)</li> <li>• Detailed rental option,</li> <li>• Number of offices: 3-5 x minimum 12 sqm and air conditioned/ or space that can accommodate the offices.</li> <li>• Boardroom to accommodate 5 -10 people/ or space that can accommodate the boardroom.</li> <li>• Kitchen area: With built-in cupboards and sink</li> <li>• Reception area: Provide for customer waiting area for 2-3 people, water dispenser, PPECB marketing material and decorative materials.</li> <li>• Secure fire rated storage area: 2 storerooms for stock and records keeping.</li> <li>• Total floor space to be air-conditioned and floor covering.</li> <li>• Tenant installation allowance,</li> <li>• Building layout</li> <li>• Building plans</li> <li>• Building insurance information (provide proof of building insurance)</li> <li>• If multi tenants, provide names and details of businesses.</li> <li>• Confirm if it's a shared office park and number of tenants if any occupying the building.</li> <li>• Confirm if the building is in a secure business park.</li> <li>• If there is more than 1 floor level – confirmation of elevators for people lifts, Provide Lift / Elevator Certificate, and service history (if applicable)</li> <li>• Confirm Disability access to the building.</li> <li>• Accessibility to public transport - easy access to public transport within 1-2 km</li> <li>• A list of amenities within walking distance of the building</li> </ul> |
| 3.       | Security             | <p>Proposal should clearly outline the security provision of the building:</p> <ul style="list-style-type: none"> <li>• Access control into the building</li> <li>• Armed Response Alarm System</li> <li>• Daily and good surveillance system</li> </ul> <p>Security to be readily available on the day of occupying the building</p>  |
| 4.       | Parking Facilities   | Proposal should have a detailed layout of the parking area. A minimum of 10 -15 on-site parking bays or sufficient space on the property to cater to the number of parking bays required/ Public parking space.  |
| 5.       | Building Compliance  | The following certification of compliance must be in place and submitted with the response to this tender:   |



|     |                                |  |
|-----|--------------------------------|--|
|     |                                | <p>Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted (Type of zoning - "Business 4")</p> <p>Compliance Certificates to be submitted:</p> <ul style="list-style-type: none"> <li>• Fire Compliance Certificate</li> <li>• HVAC Compliance Certificate (if applicable)</li> <li>• Electrical Compliance Certificate</li> <li>• Occupation Certificate</li> <li>• Lift/ Elevator Certificate (if applicable)</li> <li>• Municipal approved building plans</li> </ul>   |
| 6.  | Ablutions for Male and Females | <ul style="list-style-type: none"> <li>• A Dedicated male, female, and disabled abluion facilities.</li> <li>• The bidder shall provide fully functional abluion facilities that meet the OHS Act requirements i.e., every employer shall provide sanitary facilities at a workplace in accordance with Parts F, P and Q of the application of the National Building Regulations (Refer to the attached Annexure B for Building Standards Act).</li> </ul> <p>Bidders to declare if ablutions facilities are shared by multiple companies, the landlord is to provide cleaning services.</p> |
| 7.  | Technology and Communication   | <p>Power supply to be connected and distributed through the entire building. Provision to be made for telecommunication lines within the building.</p> <p>Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room)</p> <p>*No analogue connection being utilised for communications</p>  |
| 8.  | Health & Safety                | <ul style="list-style-type: none"> <li>• Letter of Good Standing</li> <li>• Evacuation plan and assembly points</li> <li>• Health and safety Manager/Officer contact details</li> <li>• Fire control measures in place</li> </ul>  |
| 9.  | Maintenance                    | <p>Proposals should clearly specify the responsibilities of the Landlord and Tenant respective obligations around maintenance issues, including but not limited to (air conditioning units, fire equipment, lifts, electricidal, Cleaning, gardening, fumigation, plumbing work, etc),</p> <p>Turn-around time to be clearly stated on maintenance and repair work by the Landlord; PPECB reserves the right to negotiate the turnaround times should it not be satisfactory.</p>  |
| 10. | Building Support Services      | <p>Services must be available on occupation:</p> <ul style="list-style-type: none"> <li>• Water</li> <li>• Electricity</li> <li>• Sanitation, Pest control, and Refuse removal service</li> <li>• Service records aircons, lifts, and fire equipment.</li> <li>• Generator/ Backup power for the premises</li> </ul>   |
| 11. | Tenant installation allowance  | The landlord to provide amount for Tenant Installation allowance   |
| 12. | Date for Occupation for tenant | 01 August 2024   |

**5 Instructions for Submitting Tender Response**

**5.1 General Submission Instructions**

- 5.1.1 The tender must be submitted in **dual** format:
  - 5.1.1.1 A **hard copy** submission, that must be delivered to the designated PPECB Tender Box (refer section 5.3 for physical submission instructions); and
  - 5.1.1.2 An **electronic** submission, that must be stored via Microsoft OneDrive and shared with the email address specified in section 5.4 (refer to section 5.4 for further instructions on the electronic submission)
- 5.1.2 The hardcopy submission (in the tender box) and the electronic submission (via email) must be delivered to the designated addresses **before** the tender closing date and time.
- 5.1.3 No late bid responses will be considered.
- 5.1.4 The tender must be submitted on the Forms of Tender incorporated herein. The forms must be duly signed by each Bidder and submitted in the sequence listed in paragraph 5.2
- 5.1.5 Envelope submission: Two Envelopes
- 5.1.6 Proposals must consist of two parts, each of which is submitted in a separate package clearly marked:
- 5.1.7 **Envelop 1 – Technical Proposal: RFP/CERES/LEASE/2024/01 AND Rental for Ceres Office (No Pricing in this envelope)**  
 Bidders must submit one (1) signed, completed original of the Technical Proposal, together with one (1) electronic copy (in PDF format) via Microsoft One Drive (unencrypted). The envelope must contain all information and documentation relating to the tender. Refer to Structure of the Proposal below.
- 5.1.7.1 **No pricing** information must be included in Envelope One (Non-compliance will result in automatic disqualification).
- 5.1.8 **Envelope 2 – Pricing Proposal:**  
 Bidders must submit one (1) signed, completed original Price Proposal (pricing schedule/schedule of rates as applicable), together with one (1) electronic copy (in MS-Excel format) via One Drive (unencrypted). No technical information must be included in Envelope Two.

**5.2 Structure of the Proposal**

**Envelope 1: Technical Proposal**

|    |   |
|----|---|
| 1. | Bidder’s Cover letter on Company Letterhead   |
| 2. | Table of Contents Page  |
| 3. | Bidders written technical proposal, providing evidence/support for technical evaluation   |
| 4. | Specification document, with the declaration section on page 17, completed and signed by the bidder   |
| 5. | SBD 1 – Invitation to Submit Proposal   |
| 6. | SBD 4 – Bidder Declaration  |
| 7. | SBD 6.1 – Specific Goals  |
| 8. | Valid B-BBEE Certificate<br>** For a Joint Venture or Consortium, the consolidated B-BBEE certificate of the joint venture or consortium must be submitted (refer paragraph 3.11.1.). |
| 9. | Tax Compliance Pin / Tax Clearance Certificate  |

|     |  |
|-----|--|
| 10. | In case of a proposal from a joint venture, consortium or subcontracting, the following must be submitted: <ul style="list-style-type: none"> <li>• Joint Venture Agreement including split of work and rand value signed by both parties.</li> <li>• The Tax Clearance Certificate / Proof Tax Compliance of each joint venture member.</li> <li>• Proof of ownership/shareholder certificates/copies of Identity document; and</li> <li>• Company registration certificates</li> </ul> |
| 11. | Directors' resolution  |

## Envelope 2: Pricing Proposal

|    |                            |
|----|----------------------------|
| 1. | SBD 3.3 – Pricing Schedule |
|----|----------------------------|

### 5.3 Physical Submission - Tender Packaging and Delivery

- 5.3.1 The Technical and Pricing Proposal must be split into two separate envelopes, both sealed, which must then be placed together in an outer envelope or parcel, which must also be sealed.
- 5.3.2 The outer envelope or packaging must be sealed and marked with the following information:
- Tender: Technical Proposal: RFP/CERES/LEASE/2024/01 AND Rental for Ceres Office**  
**Venue:** THE PERISHABLE PRODUCTS EXPORT CONTROL BOARD (PPECB)  
45 Silverboom Avenue  
Platteklouf  
Cape Town, 7500
- 5.3.3 The sealed Tender submission documents must be placed in the Tender Box in the main reception area at the PPECB Head Office no later than the closing date and time stipulated in the Tender Summary Information (refer cover page).
- 5.3.4 Failure to comply with these instructions may result in the tender being considered ineligible.

### 5.4 Electronic Submission

- 5.4.1 An electronic copy must be submitted online via Microsoft OneDrive and shared with email address [portiaj@ppecb.com](mailto:portiaj@ppecb.com).
- 5.4.2 The electronic submission must be structured in the same sequence as the physical submission (Individually filed in folders and named accordingly)
- 5.4.3 The electronic copy must be in PDF format with all the relevant documents signed as per hard copy original, but the electronic version must also have the completed pricing matrix in EXCEL format, unencrypted.

## 6 Evaluation Process and Criteria.

The tender evaluation process will be conducted in compliance with the relevant Supply Chain acts (including, the Public Finance Management Act of 1999, Preferential Procurement Policy Framework Act of 2000, etc.), its associated Regulations, and PPECB's Procurement and Preferential Procurement Policies.

The bids will be evaluated based on the following stages and further described below:

- Stage 1 – Administrative Evaluation.
- Stage 2 – Mandatory Evaluation
- Stage 3 – Functional / Technical Evaluation.
- Stage 4 – Building Evaluation (Due diligence)
- Stage 5 – Price and Preference Evaluation; and
- Stage 6 – Objective Criteria (Risk) Evaluation.

Should a bidder fail on any of the previous stages, they will be disqualified and not be considered for any of the follow-on stages. These different stages are further described below.

**6.1 Stage 1 – Administrative Evaluation**

The bidders will be evaluated on the returnable documents for administrative compliance and to confirm if the bidder meets all the terms and conditions of bid as referenced in this document, including all annexures.

**6.2 Stage 2- Mandatory Technical Evaluation Criteria**

In their responses, bidders must state whether (or not) they comply with each of the requirements below and provide a comment substantiating their claim or provide a cross reference where in their quotation/proposal they address this requirement.

If a Bidder does not comply with any requirement in the table below, they will be disqualified and not be considered for further evaluation.

| No. | Mandatory Functional/Technical Evaluation Criterion   | Comply   | Comments / X-Ref in Proposal |
|-----|---|--|------------------------------|
| 1.  | Office Size between 350-400 sqm   | <input type="checkbox"/> YES <input type="checkbox"/> No |                              |
| 2.  | The office area to be in Ceres area.  | <input type="checkbox"/> YES <input type="checkbox"/> No |                              |
| 3.  | Proof of ownership of the building submitted in the proposal, Title Deed and where an agent was appointed, a letter of appointment by the owner mandating the agent to act on their behalf. | <input type="checkbox"/> YES <input type="checkbox"/> No |                              |

**6.3 Stage 3 - Functional / Technical Evaluation**

Bidders will be evaluated based on the following Weighted/Rated Technical/Functional Evaluation Criteria.

| No. | Technical Evaluation Criteria  | Minimum Points | Maximum Points |
|-----|--|----------------|----------------|
|     | <b>Required documents:</b>   | <b>5</b>       | <b>15</b>      |
| 1   | Copy of Comprehensive Insurance cover (letter from the insurer detailing the building covered and amount of cover as per risk type will be acceptable if a policy cannot be provided). - (5 points)  |                | 5              |
| 2   | Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted type of zoning. <ul style="list-style-type: none"> <li>• Business 4 - (10 points)</li> <li>• Any other type of zoning – (5 points)</li> </ul> | 5              | 10             |
|     | <b>Building Size: Technical Requirements (Refer to 7.2 of the Document):</b>   |                | <b>55</b>      |
| 1   | <b>Office:</b> <ul style="list-style-type: none"> <li>• 3 or more/ Or space that can accommodate 3 or more offices -(10 points)</li> <li>• 2-0 Offices -(0 points)</li> </ul>  |                | 10             |
| 2   | <b>Boardroom:</b> <ul style="list-style-type: none"> <li>• Accommodates 5-10 or more people/ Or space that can accommodate 5-10 or more people – (10 points)</li> <li>• Accommodates less than 5 people – (0 point)</li> </ul>                 |                | 10             |
| 3   | <b>Reception area:</b> <ul style="list-style-type: none"> <li>• Waiting area of 2-3 people/ Or space that can accommodate 2-3 people - (5 points)</li> <li>• No waiting area - (0 points)</li> </ul>   |                | 5              |

| No.  | Technical Evaluation Criteria   | Minimum Points | Maximum Points |
|--|---|----------------|----------------|
| 4  | <b>Storeroom:</b> <ul style="list-style-type: none"> <li>2 Storeroom – (10 points)</li> <li>1 Storeroom – (5 points)</li> <li>No storeroom - (0 points)</li> </ul>  |                | 10             |
| 5  | <b>Kitchen area:</b> <ul style="list-style-type: none"> <li>With built-in cupboards and sink - (5 points)</li> <li>No built-in cupboards and sink – (0 point)</li> </ul>  |                | 5              |
| 6  | <b>Floorspace:</b> <ul style="list-style-type: none"> <li>Air- conditioned - (5 points)</li> <li>No functional air conditioned - (0 points)</li> </ul>  |                | 5              |
| <b>Compliance Certification and Building Features: Technical Requirements:</b> |   |                | <b>30</b>      |
| 1  | <b>The following Compliance Documents are to be submitted as part of the Bid.</b> <ul style="list-style-type: none"> <li>Municipal approved building plans – (10 points)</li> <li>Fire Compliance Certificate - (5 points)</li> <li>Electrical Compliance Certificate - (5 points)</li> <li>Office layout All areas - (5)</li> </ul>  |                | 25             |
| 2  | <b>History of activities/usage in the building:</b> <ul style="list-style-type: none"> <li>A list detailing the history of activities/usage in the building in the last 5 years - (5 points)</li> <li>No activities disclosed - (0 points)</li> </ul>   |                | 5              |
| <b>Technical Requirements</b>  |   |                | <b>25</b>      |
| 1  | <b>Provide letter of confirmation:</b> <ul style="list-style-type: none"> <li>Power supply and type of power equivalent to 3 phase to the building - (5 points)</li> <li>Power supply to be connected and distributed through the building - (5 points)</li> <li>WAN fibre broadband connections/ wireless connectivity (roof top access) - (5 points)</li> <li>Dedicated secured server room with air conditioner - (10 points)</li> <li>Server room with no air conditioner - (5 points)</li> </ul> |                | 25             |
| <b>Technical Requirements:</b>   |   |                | <b>75</b>      |
| 1  | <b>Provide letter of confirmation regarding ablution facilities</b> <ul style="list-style-type: none"> <li>Confirmation of ablution facilities as well as an ablution facility with disability access (10 points).</li> <li>Ablution facilities but none with disability access - (5 points)</li> <li>Shared Ablution facilities – (0 point)</li> </ul>   |                | 10             |
| 2  | Provide letter of confirmation regarding disability access to the building - (5 points)<br>No Confirmation letter regarding disabled access – (0 point)   |                | 5              |
| 3  | <b>Provide letter of confirmation regarding public transport:</b> <ul style="list-style-type: none"> <li>Within 1km public transport facility - (10 points)</li> <li>Within 2km of public transport - (5 points)</li> <li>Outside 2km of public transport - (0 Point)</li> </ul>  |                | 10             |
| 4  | <b>Provide letter of confirmation regarding parking availability.</b> <ul style="list-style-type: none"> <li>10 or more secured parking bays for personnel - (10 points)</li> <li>Less than 10 parking bays for personnel - (5 points)</li> <li>Less than 5 parking bays for personnel – (0 points)</li> </ul>  |                | 10             |
| 5  | Provide letter of confirmation confirming a list of amenities within walking distance – (10 points)<br>No confirmation letter for amenities – (0 points)  |                | 10             |
| 6  | <b>Building Support Services:</b>   |                | 15             |

| No. | Technical Evaluation Criteria   | Minimum Points | Maximum Points |
|-----|---|----------------|----------------|
|     | <ul style="list-style-type: none"> <li>Availability automatic and seamless transfer from primary to secondary power (Generator) - (15 points)</li> <li>Commitment to install automatic and seamless transfer from primary to secondary power (Generator) – (10 points)</li> <li>No backup power support - (0 points)</li> </ul>   |                |                |
| 7   | <p><b>Maintenance:</b><br/>Proposals should clearly specify the responsibilities of the Landlord and Tenant respective obligations around maintenance issues, including but not limited to (air conditioning units, fire equipment, lifts, electricidal, Cleaning, gardening, fumigation, plumbing work, etc),</p> <ul style="list-style-type: none"> <li>Submission of a clearly defined maintenance plan including model/approach - (5 points)</li> <li>No evidence of a maintenance plan - (0 points)</li> </ul> |                | 5              |
| 9   | <p><b>Date of occupation</b><br/>Bidder to confirm availability of the premises for occupation for tenant 01 August 2024 - (10 points)</p>  |                | 10             |
|     | <b>Total points:</b>  |                | <b>200</b>     |

**Functional Threshold**

The minimum required points for the bidder to be considered for phase three is 200 points. Any bidder that scores below the minimum threshold points of 160 points will be regarded as non-responsive and therefore disqualified.

**VERY IMPORTANT:**

- **Technical documents must be arranged in sequence of the above criteria in a pack with clearly marked sections according to the headings listed above.**
- **Complete the “Bidder page reference and page number” in the table above to ensure that your responses to the technical evaluation can be located.**

**6.4 Stage 3 - Site Visit / Building Evaluation**

| Criteria  | Comply  |
|---|---|
| <p><b>Building Conditions:</b></p> <p>The building must be in a good and safe condition; it must not be old and dilapidated.</p> <p>The PPECB will conduct a site visit to the proposed building to determine suitability in terms of:</p> <ul style="list-style-type: none"> <li>• Security of the location of the building</li> <li>• Accessibility</li> <li>• General condition of the building</li> <li>• Security measures (Burglar bars, alarm system, etc)</li> </ul> <p>Should the building be deemed unsuitable based on the listed criteria above the bid will not progress to the next phase of evaluation</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> No</p> <p><input type="checkbox"/> YES <input type="checkbox"/> No</p> <p><input type="checkbox"/> YES <input type="checkbox"/> No</p> <p><input type="checkbox"/> YES <input type="checkbox"/> No</p> |

**6.5 Stage 4 – Price and Specific goals Evaluation**

All Bidder(s) that pass all previous stage of evaluation (acceptable Bidder(s)) will qualify to be further evaluated on Price and Specific Goals (80/20).



| Description                               | Points |
|---|--------|
| Price                                     | 80     |
| Specific Goals                            | 20     |
| Total Points for Price and Specific Goals | 100    |

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to tenderers: The tenderer must indicate how they claim points for each specific goal stipulated below and provide supporting evidence.)**

| No                                     | Specific Goal            | Supporting Evidence  | Preference Points  | Number of points claimed. (To be completed by the bidder) |
|--|--------------------------|--|--|---|
| 1                                      | Black-owned enterprises  | Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit                             | <b>Total Points: 10</b><br>% Shareholding and Points allocation out of total of 10 points.<br>70% to 100% = 10<br>51% to 69% = 5<br>Below 50% = 1                  |   |
| 2                                      | Women-owned enterprises; | Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate | <b>Total Points: 10</b><br>%Shareholding and Points allocation out of total of 10 points.<br>70% to 100% = 10<br>51% to 69% = 6<br>30% to 50% = 4<br>Below 30% = 0 |   |
| <b>Total Points for Specific Goals</b> |                          |  | <b>20</b>  |   |

## 6.6 Stage 4 - Objective Criteria

The following objective criteria as per section 2(1)(f) of the PPPFA will be considered by the Bid Specification Committee for inclusion in all bids and by SCM for inclusion in all tenders and quotations:

- 1) The risk of fruitless and wasteful expenditure that is deemed by the BEC to be unacceptably high.
- 2) Where the prices are deemed to be an abnormally low, and the BEC has taken steps to verify the reasons and the supplier has not been able to convince the BEC that they will deliver for the quoted price.
- 3) The risk of a material irregular expenditure where there is urgency in the award. and
- 4) The risk of an increase in the total cost of ownership to the PPECB.

## 7 Financial Proposal

Points awarded for price.

**Note: Respondents are required to complete and return 3.3 Pricing Schedule that details the total cost of Building. The Bidder's Proposal must set out all pricing assumptions.**

All prices must be inclusive of VAT. No variation, to the accepted quote, will be allowed unless the service provider has obtained prior written approval from the PPECB. Quoted prices to be valid for **120 business days** and no variation to the accepted quote will be allowed.

### Pricing Breakdown Model

Bidders must provide explicit and detailed costing model for their solution.

### 7.1 Notes on Quantities and Pricing

- a) Suppliers must submit a price schedule in which they set out the total cost breakdown of the prices they have quoted in their Proposals.

## 8 General Conditions of Contract and Special Conditions of Contract

8.1 The National Treasury's General Conditions of Contract (GCC) will apply and is enforceable on this tender.

8.1.1 PPECB may not amend the GCC but may supplement this with its own Special Conditions of Contract (SCC), which commence **at Paragraph 8.2**.

8.1.2 Where there is a conflict between the GCC and the SCC the provisions of the SCC shall prevail.

### 8.2 Insurance

8.2.1 Upon award of this tender the successful Bidder must transfer the comprehensive insurance policy to PPECB if requested. Insurance must be maintained for the duration of the contract until transfer of ownership takes place. Please provide a sample certificate of insurance that indicates your company's limitations of liability and premises as part of your RFP response.

### 8.3 Assignment and Cession

8.3.1 A Bidder may not assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless disclosed and prior consent is obtained in writing.

8.3.2 8.3.2 A Bidder may not intend to cede his right to payment in terms of a contract to a third party without prior written consent.

### 8.4 News and press releases

Bidders or their agents shall not make any news releases concerning this Tender or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

### 8.5 Quality

8.5.1 The quality of the products/services delivered shall not differ from that specified in Point 7 of this document.

### 8.6 Payment

8.6.1 The PPECB shall pay the Price to the appointed Bidder in accordance with the contract signed pursuant to the award of this tender, which payment shall be subject to:

8.6.1.1 the Price being in accordance with the agreed quotes and as per the contract.

8.6.1.2 the Products/Services being received and accepted by the PPECB in terms of the contract.

8.6.1.3 Goods and Services VAT being included in the Price.

8.6.1.4 A correct purchase order number being quoted on the tax invoice.

8.6.2 The Payments terms shall be 30 Days from invoice date.

**8.7 Subcontracting will not be applicable on this tender.**

### 8.9 Legal Jurisdiction

The laws of the Republic of South Africa shall govern this Tender and any subsequent agreement entered. Bidders accept hereby that the courts of the Republic of South Africa shall have jurisdiction

**DECLARATION BY THE BIDDER**

Only bidders who have completed the declaration below will be considered for evaluation.

Tender No:

The bidder herewith consents to the processing of it's Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the evaluation, adjudication and appointment of a successful bidder. Where applicable, the bidder warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for this bid. The bidder consents that PPECB may verify personal information, where necessary, with the National Treasury CSD website and any other regulatory/ industry or any accredited/certification bodies. Should the bidder wish to withdraw its consent as discussed above at any time, it must do so in writing and address such notification to the Procurement Manager of the PPECB. I hereby undertake to render services described in the attached Tender documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in the Tender mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) ..... Signature .....

DESIGNATION .....

WITNESSES:

1 .....

2 .....