

**REQUEST FOR PROPOSAL  
 APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFICE SPACE TO  
 MDDA FOR A PERIOD OF FIVE (5) YEARS**

**MDDA/02/2026**

<b>INVITATION TO TENDER</b>	MDDA/02/2026
Title of this RFP	Appointment of a service provider to provide office space to MDDA for a period of Five (5) years
Compulsory Briefing Session	N/A
Briefing Session Date	N/A
RFP Closing Time & Date	<b>06 August 2026 at 11:00am</b>
Delivery Address	Gate 13 26 Canary Road, Auckland Park, 2 <sup>nd</sup> Floor SABC GSM Building, Auckland Park, 2006, Johannesburg
Copies to be submitted	Five (5)
Tender Validity Period	120 business days from the closing date

The Media Development and Diversity Agency (MDDA) is a statutory development agency with the objective of creating an enabling environment for media development and diversity which reflects the needs and aspirations of all South Africans and redresses exclusion and marginalisation of disadvantaged communities and persons from access to the media and the media industry. As a partnership between the South African Government and major print and broadcasting companies, it promotes and assists in the development of community media and small commercial media in South Africa, by providing support (financial, capacity building, etc) in terms of the MDDA Act No 14 of 2002. MDDA has funded more than 550 projects, with 290 currently active.

## **BACKGROUND AND SCOPE OF WORK**

### **SCOPE OF WORK – TO PROVIDE OFFICE SPACE TO MDDA FOR A PERIOD OF FIVE (5) YEARS**

#### **1. Office Space and Layout**

##### **Private Offices / Enclosed Spaces**

- Private offices for confidentiality.
- Dedicated reception area for MDDA

- Enclosed open-plan space, soundproofed and ventilated for team collaboration while ensuring noise control.
- 1,300 m<sup>2</sup> required: Sufficient floor space for employees and interns, aligned to Grade A/B standards for quality and efficiency.

### **Meeting Rooms**

- Small consultation room for private discussions or stakeholder meetings.
- More than two boardrooms to accommodate frequent meetings with internal teams and external stakeholders. One (1) big boardroom and two (2) small/medium sized.
- Adequate big boardrooms/break-away rooms for workshops, brainstorming, or informal staff sessions.

### **Storage Rooms**

- Filing cabinets with secure locking system for secure storage.
- Small storeroom, separate equipment storeroom and kitchen storeroom.
- Dedicated space for branding and campaign supplies.

### **2. Security**

- Metal detectors at entrances for enhancing physical security.
- 24/7 security-controlled parking for vehicle safety.
- On-site security guards for staff and visitor safety.

### **3. Building Access and Location**

- Within 15 km of current office.
- Close to public transport (Gautrain, Rea Vaya, taxis).
- Accessible to staff & stakeholders in Johannesburg & Pretoria.
- Preferred locations (Parktown, Rosebank, Sandton, Randburg, Auckland Park).

### **4. Facilities**

#### **Kitchen and Break Areas**

- Fully functional kitchen with hot/cold clean water and storage.
- Vending machine
- Adequate kitchen or multiple kitchens, eating area, and food outlets nearby.

- Pause rooms / Quiet spaces dedicated rooms where employees can rest, decompress, or take private wellness breaks during the day.
- Dedicated smoking area.

### **Toilets and Health Facilities**

- Separate male/female, disabled, unisex toilets, sick bay.
- Clean, functional toilets with lighting, water, ventilation.
- Regular hygiene cleaning services.

### **Parking**

- Sufficient covered parking must be available for all employees and visitors/ stakeholders. 40 parking bays.
- Accessible parking for people with disabilities: At least a few designated bays must comply with accessibility standards.
- Well-lit and clearly marked areas: All parking zones should be safe, well-illuminated, and visibly signposted to support security and ease of navigation.

### **Power and Connectivity**

- Generator for power failure, high-speed connectivity or any other kind of backup
- Sufficient power sockets.

### **Building Quality & Compliance**

- Grade A/B building: Modern infrastructure, smart lighting, HVAC, and energy efficiency.
- Safe and functional elevator: If elevators are present, they must be regularly maintained, accessible to persons with disabilities, and safe for daily use.
- Disability-friendly building: The building must include ramps, wide doorways, accessible entrances, and signage for ease of mobility.
- Tenant Installation Allowance (TIA): Landlord should provide funds for custom fittings.
- Certificate of Compliance: Mandatory to ensure legal and operational readiness of the premises.

- Compliance with all relevant building codes and safety regulations, including fire safety

#### **5. ICT Requirements**

- **Modern ICT Infrastructure:** The building must support advanced ICT systems, including structured cabling, server room space, and smart lighting.
- **Connectivity:** Must allow for high-speed fibre internet with reliable redundancy options.

**Technology Integration:** The premises should be suitable for modern office technologies such as video conferencing, cloud-based systems, and cybersecurity provisions.

## **EVALUATION CRITERIA**

### **Mandatory Requirements**

#### **1. Mandatory Functional Criteria**

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Non-Mandatory Functional Requirements:

1. a) The building must either be Grade A or B.  
b) The office space is a maximum of +-1300 sqm.  
  
c) The office building is in a secured area with security measures on the premises. Bidders are to submit documents substantiating the security measures (Security, boom, a gate, electrical fencing etc.)

- d) Building is in one of the following areas: Parktown, Rosebank, Sandton, Randburg, Auckland Park
- e) Certificate of Occupancy.
- f) Fire Compliance Certificate
- g) Electrical Compliance Certificate

## 2. Technical Criteria

With regards to the Other Functional Requirements, the following criteria and the associated weightings will be applicable:

ELEMENT	WEIGHT
<b>Office:</b> <ul style="list-style-type: none"> <li>• 15km radius from the current building- (10 points)</li> <li>• Greater than 15km radius from the current – (0 points)</li> </ul>	<b>10 points</b>
<b>Reception area:</b> <ul style="list-style-type: none"> <li>• A layout to fit the reception area for 6 or more people- (10 points)</li> <li>• No reception- (0 points)</li> </ul>	<b>10 points</b>
<b>Dedicated kitchen areas:</b> <ul style="list-style-type: none"> <li>• A layout to fit the kitchen area/s- (10 points)</li> <li>• No kitchen area/s- (0 points)</li> </ul>	<b>10 points</b>
<b>Floorspace:</b> <ul style="list-style-type: none"> <li>• Readily available Heating Ventilation and Air- conditioning (HVAC) system- (10 points)</li> <li>• No heating ventilation and air conditioning system- (0 points)</li> </ul>	<b>10 points</b>
<b>Proof of building grade:</b> <ul style="list-style-type: none"> <li>• Grade A - (10 points)</li> <li>• Grade B – (5 points)</li> </ul>	<b>10 points</b>

<p><b>Disability access:</b></p> <ul style="list-style-type: none"> <li>• Disability access to and within the building- (10 points)</li> <li>• No access to and within the building for people living with disabilities- (0 points)</li> </ul>	<b>10 points</b>
<p><b>Public Transport:</b></p> <ul style="list-style-type: none"> <li>• Within 1km of public transport – (10 points)</li> <li>• Greater than 1km radius for public transport – (0 points)</li> </ul>	<b>10 points</b>
<p><b>Parking availability:</b></p> <ul style="list-style-type: none"> <li>• 40 or more secured parking bays – (10 points)</li> <li>• Less than 40 secure parking bays – (0 points)</li> </ul>	<b>10 points</b>
<p><b>Amenities:</b></p> <ul style="list-style-type: none"> <li>• Within 1km walking distance – (10 points)</li> <li>• Greater than 1km radius from the premises – (0 points)</li> </ul>	<b>10 points</b>
<p><b>Building Support Services:</b></p> <ul style="list-style-type: none"> <li>• Availability of full primary and backup power solution, with seamless transition to cater for occupant capacity and all electrical peripherals – (10 points)</li> <li>• No backup power support – (0 points)</li> </ul>	<b>10 points</b>
<p><b>Total</b></p>	<b>100 points</b>

**Note: Minimum technical threshold of 80 points is required to move onto the next phase of evaluation.**

**The next phase of evaluation will be the site visit and the same criteria will be used for evaluation.**

**Minimum technical threshold of 80 points is required to move onto the next phase of evaluation.**

**Phase: PRICE AND SPECIFIC GOALS**

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formula to be utilised in calculating points scored for the preference point system will be included in the tender document.

**Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis. The following formula will be utilised to calculate the points for price in respect of proposal with a Rand value below R50 000 000 (all applicable taxes included) :

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for comparative price of proposal or offer under consideration;

Pt = Comparative price of proposal or offer under consideration; and

Pmin = Comparative price of lowest acceptable proposal or offer.

**Step 2** will be the calculation of points for the Specific goals contribution where 20 points will be awarded to a Bidder as per table below:

Specific goal	Achievement level	Total points allocated (80/20 system)	Total points allocated (90/10 system)
Black ownership	100% black ownership	10	5
	Less than 100% but equal to or greater than 75% black ownership	8	4



Specific goal	Achievement level	Total points allocated (80/20 system)	Total points allocated (90/10 system)
	Less than 75% but equal to or greater than 50% black ownership	6	3
	Less than 50% but equal to or greater than 25% black ownership	4	2
	Less than 25% black ownership but greater than 0%	2	0
	No black ownership	0	0
Black women ownership	50% or more black women ownership	6	3
Youth ownership	20% or more youth ownership	2	1
People with disability ownership	20% or more people with disability ownership	1	1
Township/Rural area ownership	Township/Rural based business	1	0

Note: Failure to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria will result in the Bidder being awarded zero (0) points for the Specific goal.

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the tenderer's total points scored out of 100.

<b>AREAS OF EVALUATION</b>	<b>POINTS</b>
Price	80
Specific Goals	20
Total	100

**Bidders are required to complete SBD 6.1 in full.**

## **COSTING**

Bidders must submit a detailed and signed Pricing Schedule.

**All pricing shown must EXCLUDE VAT**, with the VAT components being as shown separately on all cost/priced items/services.

All pricing assumptions, excluded costs, and estimated costs must be clearly documented.

The Media Development and Diversity Agency will not entertain any price adjustments for it assumes that the pricing document as supplied is complete and covers all costs associated with these services.

## **TERMS OF CONTRACT**

After the tender is awarded, the successful tenderer will be required to enter into a service level agreement (SLA) with the Media Development and Diversity Agency. The SLA will form the contractual basis for the delivery of the service as well as how performance will be measured and will include the General Conditions of Contract.

## **GENERAL MANDATORY CONDITIONS**

Responses must be concise outlining a detailed cost structure. All tenderers responding to this request for Proposals must provide the following statutory compliance documentation in order to be considered:

- Proof of registration to the Central Supplier Database (CSD)
- All Supplier information and declaration of Interest forms must be properly completed, signed, and stamped by a Commissioner of Oaths
- Any false declaration of information will result in the exclusion of the proposal from consideration
- Bidders to submit a tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate
- A BEE certificate from a SANAS accredited rating agency or Affidavit substantiating the bidder's B-BBEE rating
- Certified copy of Identity Documents of Shareholders/Directors

## **SUBMISSION REQUIREMENTS**

Any service provider requiring clarification on any matter whatsoever, including questions relating to the specifications required of the service provider to perform this project or the tender and evaluation process must do so via e-mail and address such request to [officespacetender@mdda.org.za](mailto:officespacetender@mdda.org.za), telephone number 011 643 1100.

- All the official forms (SBD) must be completed and signed in all respects by the bidder. Failure to comply shall invalidate a bid.
- Bidders are kindly requested to submit **ONE (1)** original and four **(4)** copies of the technical proposal. **One (1)** original financial proposal.
- Bidders are further requested to separate financial proposal from their technical proposal.



**NB: Failure to comply with any of the submission requirements will disqualify the bid.**

Proposals may be deposited in or couriered to the tender box at the reception area of Media Development and Diversity Agency Head Office, 26 Canary Road, Auckland Park, 2<sup>nd</sup> Floor SABC GSM Building, Auckland Park, 2006, Johannesburg **on or before 06 August 2026, 11:00am.**