REQUEST FOR PROPOSALS

YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	**RFP125/2026**
COMPULSORY BRIEFING SESSION DETAILS:	**Tender briefing will be done online via Microsoft teams. Bidders are advised to use the link below to join the briefing session.** **Click on the link to join the meeting. Bidders must complete their details fully in order to have access to the briefing session. The link will only be accessible 15 minutes before the meeting.** **Compulsory Briefing Session - RFP125.2026** Link: **07 August 2026 @09H00 AM (Johannesburg time)**
CLOSING DATE:	**21 August 2026**
CLOSING TIME:	23H55 (Midnight)
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	The tender offer validity period is **120 calendar days** from the closing time for submission of Tenders. Tenderers non-acceptance of subsequent validity extensions will result in tenderers exclusion from process, whilst the process will continue to conclude
DESCRIPTION OF BID:	**APPOINTMENT OF A PROPERTY OWNER/MANDATED PROPERTY MANAGEMENT COMPANY TO PROVIDE LEASED OFFICE SPACE TO HOUSE IFISA FOR A PERIOD OF FOUR (4) YEARS.**
BID DOCUMENTS ELECTRONIC SUBMISSION:	**1. ELECTRONIC SUBMISSIONS** **INSTRUCTIONS:**

	➢ Bidders are required to submit written requests for clarification via e-mail to **vusiscm@dbsa.org** **ONLY,** quoting the RFP Number on the subject of the e-mail. This must be done three (3) working days before submission day. ➢ Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically. ➢ Written requests for clarification will be considered up to and including **17 August 2026 16:30** Johannesburg time. Requests received after this date may not be attended to. ➢ Any requests after the stipulated date and time may be disregarded. **NB: Electronic submission is encouraged for all bidders interested in this tender** **Closing date of this 21/08/2026 is before 23:55.** **No physical bids will be received or accepted at the DBSA offices**
NAME OF BIDDER:	
CONTACT PERSON:	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	

0% ZERO Tolerance

The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490

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PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED ("DBSA")

BID NUMBER: **RFP125/2026**

DESCRIPTION: **APPOINTMENT OF A PROPERTY OWNER/MANDATED PROPERTY MANAGEMENT COMPANY TO PROVIDE LEASED OFFICE SPACE TO HOUSE IFISA FOR A PERIOD OF FOUR (4) YEARS.**

COMPULSORY BRIEFING: **07 August 2026** - Tender briefing will be done online via Microsoft teams.

COMPULSORY BRIEFING LINK:

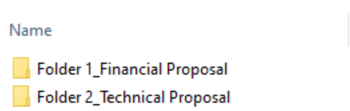
Time: 09H00 AM Johannesburg time **(Microsoft Teams)**

Compulsory Briefing Session - RFP125.2026

Closing time for the OneDrive Link submissions - 23h55 on the 21 August 2026 (Telkom Time)

CLOSING DATE: 21 August 2026

CLOSING TIME: 23H55



a) It remains the bidder's responsibility to ensure that the bid submission is uploaded using the correct bidder document and tender link.

b) Should a bidder encounter an issue with the system, the bidder must provide sufficient evidence as proof of attempting to upload their submission before the cut-off time and the error received.

c) Faxed, emailed bids will not be accepted, only an electronic submission received via the link will be accepted.

d) It is therefore the responsibility of the bidder to request for a link to participate.

e) The DBSA assumes no responsibility if a Bidder's designated email address is not correct, or if there are technical challenges, including those with the Bidders computer, network, or internet service provider (ISP).

BID SUBMISSION LINK REQUESTS:

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED). BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.

NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:				
POSTAL ADDRESS:				
STREET ADDRESS:				
CONTACT PERSON (FULL NAME):				
EMAIL ADDRESS:				
TELEPHONE NUMBER:				
FAX NUMBER:				
BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE	**YES**		**NO**	

1..1.1	ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES/WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]
1..1.2	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES/WORKS OFFERED?**	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
1..1.3	**SIGNATURE OF BIDDER**	
1..1.4	**DATE**	
1..1.5	**FULL NAME OF AUTHORISED REPRESENTATIVE**	
1..1.6	**CAPACITY UNDER WHICH THIS BID IS SIGNED** **(Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)**	

STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? **[TICK APPLICABLE BOX]**				
IF YES, WHO ISSUED THE CERTIFICATE?				
REGISTERED WITH THE NATIONAL TREASURY CSD **[TICK APPLICABLE BOX]**	**YES**		**NO**	
CSD REGISTRATION NUMBER				
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS				

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED)**
1.3.	**SOUTH AFRICAN 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 BY BIDDING INSTITUTION.**
1.4.	**WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE.
2.2	SOUTH AFRICAN 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.
2.3	SOUTH AFRICAN BIDDERS CAN APPLY 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.
2.4	SA BIDDERS' MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE.
2.6	WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
	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.

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

PART C

CHECKLIST OF RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

- Tick in the relevant block below;
- Ensure that the following documents are completed and signed where applicable; and
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

NB: Should all these documents not be included, the Bidder may be disqualified on the basis of non-compliance

YES	NO	
☐	☐	One original Bid document in separate folders; Folder 1 - for Pre-Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – Electronic submission
☐	☐	**Part A:** Invitation to Bid
☐	☐	**Part B:** Terms and Conditions of Bidding
☐	☐	**Part C:** Checklist of Compulsory Returnable Schedules and Documents
☐	☐	**Part D:** Conditions of Tendering and Undertakings by Bidders
☐	☐	**Part E:** Specifications/Terms of Reference and Project Brief
☐	☐	**Annexure A:** Price Proposal Requirement
☐	☐	**Annexure B:** SBD4 Declaration of Interest
☐	☐	**Annexure C:** SBD6.1 and B-BBEE status level certificate
☐	☐	**Annexure F:** Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
☐	☐	**Annexure G:** Certified copies of latest share certificates, in case of a company.
☐	☐	**Annexure H: (if applicable):** A breakdown of how fees and work will be spread between members of the bidding consortium.

☐ ☐ **Annexure I:** Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

☐ ☐ **Annexure J:** General Condition of Contract

☐ ☐ **Annexure K:** CSD Tax Compliance Status and Registration Requirements Report

PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;

1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;

1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations,2022.

1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.

1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.

1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.

1.7 **Companies Act** means the Companies Act, 2008.

1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.

1.9 **Closing Time** means the time, specified as such under the clause (Bid Timetable) in Part C, by which Tenders must be received.

1.10 **DBSA** means the Development Bank of Southern Africa Limited.

1.11 **DFI** means Development Finance Institution.

1.12 **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment (where applicable).

1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C.

1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

1.15 **PFMA** means the Public Finance Management Act, 1999.

1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.

1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.

1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 26.3 of this Part C.

1.19 **Price and Preferential Points Assessment** means the process described in clause 26.5 of this Part C, as prescribed by the PPPFA.

1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.

1.21 **Request for Proposal** or **RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.

1.22 **SARS** means the South African Revenue Service.

1.23 **Services** means the services required by the DBSA, as specified in this RFP Part D.

1.24 **SLA** means Service Level Agreement.

1.25 **SOE** means State Owned Enterprise, as defined by the Companies' Act.

1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.

1.27 **State** means the Republic of South Africa.

1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.

1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.

1.30 **Website** means a website administered by DBSA under its name with web address **www.dbsa.org**

2. INTERPRETATIONS

In this RFP, unless expressly provided otherwise a reference to:

2.1 "includes" or "including" means includes or including without limitation; and

2.2 "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

3. TENDER TECHNICAL AND GENERAL QUERIES

Queries pertaining to this tender must be directed to:-

DBSA Supply Chain Management Unit

Email: **vusiscm@dbsa.org**

No questions will be answered telephonically

4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: **07th August 2026** - Tender briefing will be done online via Microsoft teams.

Click on the link to join the meeting. Bidders must complete their details fully in order to have access to the briefing session. The link will only be accessible 15 minutes before the meeting.

Compulsory Briefing Session - RFP125.2026

Link: 07 August 2026 @09H00 AM (Johannesburg time) Time: 09H00 AM Johannesburg time **(Microsoft Teams)**

LINK REQUESTS: Bidders are asked to nominate one dedicated contact person (name, email address and phone number.

Link Request DATE By:	**17 August 2026**
Link Request TIME By:	16H30

5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

5.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.

5.2 All persons (whether a participant in this tender process or not) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.

5.3 All Bidders are deemed to accept the rules contained in this RFP Part C.

5.4 The rules contained in this RFP Part C apply to:

5.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure.

5.4.2 the Tendering Process; and

5.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

6. STATUS OF REQUEST FOR PROPOSAL

6.1 This RFP is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

7. ACCURACY OF REQUEST FOR PROPOSAL

7.1 Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

7.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).

7.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

8. ADDITIONS AND AMENDMENTS TO THE RFP

8.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

8.2 If the DBSA exercises its right to change information in terms of clause 8.1, it may seek amended Tenders from all Bidders.

9. REPRESENTATIONS

No representations made by or on behalf of the DBSA in relation to this RFP will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered between the DBSA and the successful Bidder.

10. CONFIDENTIALITY

10.1 All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

11.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.

11.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to vusiscm@dbsa.org

11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).

11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.

11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.

11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).

11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 12 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.

12.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

13.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.

13.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.

13.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

14. ANTI-COMPETITIVE CONDUCT

14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:

14.1.1 the preparation or lodgement of their Bid

14.1.2 the evaluation and clarification of their Bid; and

14.1.3 the conduct of negotiations with the DBSA.

14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.

14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

15.1 Any complaint about the RFP or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, (**tenders@dbsa.org**)

15.2 The written complaint must set out:

15.2.1 the basis for the complaint, specifying the issues involved;

15.2.2 how the subject of the complaint affects the organisation or person making the complaint;

15.2.3 any relevant background information; and

15.2.4 the outcome desired by the person or organisation making the complaint.

15.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

16. CONFLICT OF INTEREST

16.1 A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.

16.2 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.

16.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

17. LATE BIDS

17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.

17.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.

17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

18. BIDDER'S RESPONSIBILITIES

18.1 Bidders are responsible for:

18.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;

18.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;

18.1.3 ensuring that their Bids are accurate and complete;

18.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;

18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and

18.1.6 submitting all Compulsory Documents.

18.2 South African bidders with annual total revenue of ZAR10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.

18.3 South African bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.

18.4 The DBSA 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 DBSA.

18.5 Failure to provide the required information may result in disqualification of the Bidder.

19. PREPARATION OF BIDS

19.1 Bidders must ensure that:

19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and

19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.

19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.

19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

19.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.

19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

20.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.

20.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.

20.3 The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

21. OBLIGATION TO NOTIFY ERRORS

If, after a Bidder’s Response has been submitted, the Bidder becomes aware of an error in the Bidders Response (including an error in pricing but excluding clerical errors which would have no bearing on the evaluation of the Bid), the Bidder must promptly notify the DBSA of such error.

22. RESPONSIBILITY FOR BIDDING COSTS

22.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.

22.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:

22.2.1 the Bidder is not engaged to perform under any contract; or

22.2.2 the DBSA exercises any right under this RFP or at law.

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

23.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:

23.1.1 as required by law;

23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;

23.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

24. USE OF BIDS

24.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.

24.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 90 (Ninety) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

26. EVALUATION PROCESS

26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 **First Stage – Test for administrative Responsiveness**

The test for administrative responsiveness will include the following:

<u>Stage 1: Responsiveness</u>

The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited to;

A. Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender. Folder 1: Functionality and returnable submission separate from Folder 2: Pricing proposal submission	**Pre-Qualifier**	Y
2	Attendance of the compulsory briefing session	**Pre-Qualifier**	Y

B. Tenderers who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
1	Standard conditions of tender as required.	48 hours	Y
2	Returnable documents completed and signed.	48 hours	Y
3	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be registered to do business with the DBSA	48 hours	Y
4	A Tax Pin issued by SARS.	48 hours	Y

Only those Bidders which satisfy all the Pre-Qualifying Criteria of the First Stage will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria of the First Stage will not be evaluated further.

26.1.2 **Second Stage – Functional evaluation criteria**

26.1.1 Only those Bidders that meet the minimum threshold of **70%** for functional evaluation criteria during the Second Stage will be evaluated further. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

Bidders will be assessed on the functional evaluation criteria (Second Stage) as set out in this RFP. Only those Bidders that meet the minimum threshold of **70%** for functional evaluation criteria will proceed to the Third Stage.

26.1.2 **Third Stage – price**

26.1.2.1 Those Bidders which have passed the First Stage (Responsiveness Test) and Second Stage (Functional Evaluation) of the tender process will be eligible to be evaluated on the Third Stage, based on price, in accordance with the PPPFA regulations.

26.1.2.2 The recommended preferred Bidder will be the Bidder with the lowest overall price in the Third Stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP, in line with the PPPFA Regulations.

26.2 **NB: Bidders are required to submit, as Annexure J to their Bids, any documentation which supports the responses provided in respect of the Eligibility Criteria below**

26.3 **<u>First Stage: Pre-Qualifying Criteria</u>**

Only those Bidders which satisfy all the Pre-Qualifying Criteria will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria will not be evaluated further. Please refer to the table above

Note: A tender that fails to meet any Pre-Qualifying Criteria stipulated herein in the tender documents is an unacceptable tender. Please refer to the table above

26.4 **<u>Second - Forth Stage: Functional Evaluation Criteria</u>**

Minimum score of **70 out of 100** in each of the evaluation criteria as well as overall is required to progress to next stage.

The evaluation of bidders' submissions will be conducted in accordance with the Treasury prescripts, DBSA policies and bid conditions, and will encompass the following six key evaluation phases (steps):

a) **Step 1: Eligibility Criteria** – to determine compliance with the mandatory administrative and statutory requirements;
b) **Step 2: Functionality Criteria** – to assess the bidder's technical capability and capacity to deliver the required services;
c) **Step 3**: **Physical Site Inspection/ visit:** A physical site visit will be conducted on the proposed office space as part of due diligence for all shortlisted bidders to ensure that the proposed property or premises comply with occupational health standards, physical space capacity, and security.
d) **Step 4: Price** – assess the reasonableness of the price offered, seek clarification and negotiation where possible.
e) **Step 5: Preference** – to evaluate the final financial proposal in line with the 80/20 preference-point systems. Where 80 represents price and 20, BBBEE points; and
f) **Step 6: Objective criteria & Risk Analysis:** To assess employer's appetite to risks and other considerations.

1.1. STEP 1: ELIGIBILITY CRITERIA

1.1.1. All Bidders shall attend a compulsory Tender Briefing and complete an attendance register to record their attendance. Only Bidders whose attendance was recorded at the time of the compulsory Tender Briefing will be considered and evaluated when the tender closes and tender submissions are received.

1.1.2. An attendance of compulsory briefing session which will be conducted Virtually (MS Teams) will be considered. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

1.1.3. Bidders are expected to return the bid documents in the manner described in these Terms of Reference.

1.1.4. Bidders must submit their pricing proposals in A SEPARATE FOLDER clearly marked “pricing proposal”. The proposal should not be combined with any of the other submissions, including the property ownership, functional and operational requirements, municipal documentation, compliance documentation because these qualitative and other criteria are sought to be assessed independently of the pricing proposal.

1.1.5. All communications and deliverables should be in English. Any documents provided in other languages are the responsibility of the service provider to be able to utilize. Total proposal should not exceed more than 300 pages.

1.1.6. Bidder’s submission must contain the information listed in Table 3 below above.

1.1.7. Bidders are required to submit architectural drawings or plans, accompanied by explanatory notes and/or technical specifications, clearly detailing how the proposed premises meet the office requirements outlined in Tables 1 and 2 above. A maximum of five (5) sets of drawings/plans may be submitted. The bidder must ensure that all information provided is comprehensive, accurate, and sufficiently detailed to demonstrate full compliance with the specifications stipulated in Tables 1 and 2 above. The successful bidder will be required to provide a detailed space plan drawing, for sign-off by IFISA and on which the contractor is to execute the tenant fit-out.

1.1.8. All information and documentation submitted as part of this bid process will be relied upon in the evaluation and decision-making process. No additional or missing documents will be requested or accepted at this stage.

1.1.9. A bidder that meets all the above requirements will then be assessed on the functionality criteria. Failing to meet these requirements will result in a tender being declared nonresponsive.

Table 3: Eligibility criteria

Item	**Documentation**	**Available**		**Comments**
		Yes	**No**	
1.	The proposed office space exists and located within a distance of not more than 15km from DBSA offices (1258 Level Road, Headway Hill, Midrand) and will be ready for occupation by 30 November 2026 *Attach a Google map or a map of similar kind indicating proposed offices and a distance (using public road) between proposed offices and DBSA offices (with a description of a distance)*			
2.	The proposed building offered is P-Grade, A-Grade, and/or if not Graded, it is less than 10 years old or refurbishments were done within last 10 years. *Attach a Grading certificate for Graded office or a Completion certificate for a building not graded.*			

3.	The size of the office space offered is a **minimum** or approximately 2000 m² (inclusive of boardrooms and other non-assigned spaces), *as per Table 1 and 2* (Client Requirements and Client Specifications) and Scope of works above. *(The space is as per architectural plans (inclusive of exterior) and detailed explanation submitted)*			
4.	**Electricity Supply:** The proposed office space has a dedicated electricity meter. Clear method to split consumption and billing. *Submit a letter of Commitment that confirms the provision of electricity supply with a separate meter (method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
5	**Water Supply:** The proposed office space has a dedicated water meter. Clear method to split consumption and billing. *Submit a letter of Commitment that confirms the provision of potable supply with a separate meter (or a method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
6.	**Alternative power supply:** The proposed office has a Back-up Power that can provide a minimum of 5 hours backup power. *Submit a letter of Commitment that confirms the provision of potable supply with a separate meter (or a method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
7	**Dedicated meter for back up:** The proposed office space has a dedicated electricity meter for the alternate power (generator). *Submit a letter of Commitment that confirms the provision of potable supply with a separate meter (or a method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
8	**Security Measures:** • Access-controlled Premises • CCTV coverage of the building • Perimeter wall or fencing with Electric fencing *Attach proof of installation or indication in the architectural plans.*			
9.	ICT Infrastructure (high speed Fiber): Availability of High-Speed Fiber Optic to Business Infrastructure at the proposed building. Attach a letter from service provider confirming High-Speed Fiber Optic connection points. *As per paragraph 4.2 under Scope of works above*			
10.	Certificate of Occupation issued by the Municipality.			
11.	Electrical Certificate of Compliance (ECOC). The ECOC for the building/proposed office space not older than 2 years from date of submission of the bid			
12.	Electrical Certificate of Compliance (ECOC) for Solar installation if applicable.			
13.	Plumbing Certificate of Compliance (PCOC). The PCOC for the building/proposed office space not older than 2 years from date of submission of the bid.			

14.	Provide 3 (three) months latest statements issued by local municipality confirming that the account status on all municipal rates/levies/tax payments are updated and current.			
15.	Proof of valid insurance/letter of intent (supported by a quotation from the insurer) to insure the proposed building (*refer to paragraph 4.3.9. Property/Building Insurance*).			
16.	• Proof of property ownership i.e a certified copy of the Title Deed / Certified Windeed printout (IFISA reserves the right to verify the correctness of windeed printout) if the owner is directly bidding; or • Attach both certified copy of Title Deed and copy of Power of Attorney/ signed mandate letter/lease agreement, if bidding as an agent/broker/independent company using another person's property, or • Copy of fully signed Sale Agreement, together with the Title Deed of the current owner of the building if is in the process of being purchased as well as the certified copies of Identity Document for both the bidder and the owner(s) of the property • In the event that the bidder is not the owner, proof of property ownership, proof of agreements/mandate between the owner(s) and the property management company, registered and practicing as such *(refer note in paragraph 4.1.1.).*			
17.	Zoning from the municipality to confirm the proposed building is appropriately zoned.			
18.	Fire Compliance Certificate			
19	The proposed office space is accessible to public transport with a distance up to 3 km.			
20	The site layout must indicate where the Electric Vehicle Charging Point (EVCP) / EV Charging Station / EV Charger will be located. If the charging point is not already in place, an undertaking to install it must be submitted alongside the bid or be made available during the physical site visit or inspection.			
21	**Business Continuity Plan** signed by the Bidder. It shall cover elements covered in Table 2			

1.2. STEP 2: FUNCTIONALITY CRITERIA

1.2.1. Only bidders who meet and pass all eligibility requirements above (Step 1) will proceed to this phase: the functionality evaluation stage.

1.2.2. At this stage, bidders will be assessed on the proposed methodology and approach as outlined in Table 4 below.

1.2.3. To pass the Functionality criteria, a bidder must obtain a minimum score of 70 points out of a total of 100 points. Bidders who fail to meet the minimum threshold will be deemed non-responsive and will not be considered further.

1.2.4. Only bidders who meet or exceed the prescribed functionality threshold will have their premises visited for physical inspection and subjected to a comprehensive scrutiny on the review of information submitted versus what is on the ground (Step 3).

Table 4: Functionality Criteria

Item	Criteria		
1	**Capacity to Deliver**	**Sub points**	**Maximum Points**
	Provide at least 3 (three) reference letters of leases made in the last 20 (twenty) years old which confirm that the bidder has provided a commercial leasing service. IFISA reserves the right to verify the authenticity of leases/references provided by the bidder. *(Appendix B is provided for guidance)* Scoring will be broken down as follows:		
	3 (three) or more reference letters of lease that are not more than 20 (twenty) years old	15	15
	2 reference letters of lease that are not more than 20 (twenty) years old	10	
	1 reference letter of lease that are not more than 20 (twenty) years old	5	
	No evidence submitted or information not as per bid requirements	0	
2	**Experience and Expertise**		
	CV's to be provided of the team who will be the direct liaison with DBSA/IFISA, e.g., the Property Portfolio Manager, Property Manager, Building/Facility Manager (but not limited to). *(Submit CVs of the proposed team (minimum of two team members), Appendix A is provided for guidance)* Scoring will be broken down as follows:		
	The team has a combined experience of more than 20 (twenty) years	10	10
	The team has a combined experience of 15 (fifteen) to 20 (twenty) years	8	
	The team has a combined experience of less than 15 (fifteen) years	5	
	No evidence submitted or information not as per bid requirements	0	
3	**Office furniture:** • Office furniture for offices, boardrooms and reception areas already in place and proof of purchase or installation not older than 6 months - (10 points), or • Bidder has an active contract with a furniture supplier or letter of intent to provide all IFISA office furniture requirements as and when needed - (10 points) or • Office furniture for offices, boardrooms and reception areas to be purchased on receipt of award letter and to be delivered - (5 points) • No plans or proposals on how the office furniture will be supplied or delivered– (0 points)		10
4	**Dedicated kitchen areas:** • A layout to fit the kitchen area/s- (10 points) • No kitchen area/s- (0 points)		10
5	**Floorspace:** • Readily available Heating Ventilation and Air- conditioning (HVAC) system- (10 points) • 80% of offices and boardrooms already have HVAC system and a plan to install the rest - 8 points • Less than 80% HVACs in place or no heating ventilation and air conditioning system- (0 points)		10
6	**Proof of building grade:** • Grade P– (10 points) • Grade A – (8 points) • Building not Grade P or A but it is not older than 10 years. – 5 points		10
7	**Public Transport:** • Within 1 km from Gautrain bus, other bus services and taxi routes = 10 points • Greater than 1 km but less than 3km from Gautrain bus, other bus services and taxi routes = 8 points		10

	Attach a Google map or a map of similar kind indicating proposed offices and a distance to the public transport (taxi rank).	
8	**Proximity to DBSA offices (1258 Lever Road, Headway Hill)** • Within 5 km from DBSA offices – (10 points) • Greater than 5 km but less than 15 km radius from DBSA offices – (8 points) *Attach a Google map or a map of similar kind indicating proposed offices and a distance to the DBSA Offices (1258 Lever Road, headway Hill).*	10
9	**Parking availability:** • Great than 77 covered and secured parking bays (inclusive of 70 covered, 2 x lockup, 3 x disabled and 2 bicycle/motorbikes, 23 open) – (10 points) • 77 parking bays (70 x covered, 2 x lockup, 3 x for people living with disabilities, 2 x bicycles/motorbikes) and 23 open bays – (8 points)	10
10	**Amenities:** • Within 500m walking distance – (5 points) • Within 1km walking distance – (3 points) *Attach a Google map or a map of similar kind indicating proposed offices and a walking distance to the amenities.*	5
	TOTAL	100
	Minimum Threshold	70

ONLY BIDS WHICH SATISFY ALL THE ABOVE ELIGIBILITY AND FUNCTIONAL CRITERIA WILL BE VISITED IN THEIR PREMISES FOR PHYSICAL INSPECTION.

1.3. STEP 3: SITE INSPECTION / PHYSICAL INSPECTION OF THE PREMISES

1.3.1. Only bidders who passed all eligibility and functionality requirements above (Step 1 and 2) will proceed to this phase: the visit for site or physical inspection stage.

1.3.2. A physical site visit will be conducted by the IFISA team for shortlisted bidders only to assess the proposed office premises.

1.3.3. During the inspection visit, the IFISA team will verify that the proposed office space meets the requirements of the bid and aligns with the bidder's written proposal.

1.3.4. The site inspection for each premise shall not exceed a duration of forty-five (45) minutes. Bidders are required to make all necessary arrangements to ensure seamless access for the IFISA team to the premises. This includes securing parking for a maximum of four (4) vehicles in close proximity to the site and arranging adequate security personnel to safeguard the vehicles for the duration of the inspection.

1.3.5. The inspection will focus on the items specified in Table 5 below, which are requirements to be fulfilled during the inspection. A duly authorized representative of the bidder must be present for the entire duration of the inspection. The IFISA team will utilize a standard inspection checklist (based on the information listed in Table 5) to assess and record compliance against each item during the process. The representative of the service provider may be expected to sign at the end of the inspection exercise.

1.3.6. A comprehensive inspection report will subsequently be compiled by IFISA at its offices and will form an integral part of the overall Evaluation Report.

1.3.7. If the availed property is occupied or under refurbishment or construction, the service provider must assure IFISA that it will be available from 01 January 2027 (through a current lease or completion date of the construction period) and would meet all requirements stated in this bid without delay.

1.3.8. A bidder that meets all the requirements mentioned above and listed in Table 5 will then be assessed on the Price and Preference. Failing to substantially meet these requirements will result in a tender being declared nonresponsive.

Table 5: Physical inspection of premises requirements

Documentation	**Available / Compliant**		**Comments**
	Yes	**No**	
1. Physical Infrastructure and Legitimacy:			
✓ **Proof of Existence:** Verifying that the offices operate from a legitimate, physical address rather than acting as a fraudulent "shell" or front company.			
✓ **Property Suitability:** Ensuring the size, layout, and structure of the facility can realistically handle the number of offices and requirements of IFISA, as required by the bid. Office furniture in place or a plan to provide suitable office furniture prior the occupation by IFISA i.e within 7 days after award or prior to signing of contract.			
✓ **Security Measures:** Checking for adequate perimeter wall and fencing, access control, secure storage for sensitive data, and surveillance systems.			
2. Spatial Capacity and Functionality:			

✓	**Actual Floor Space**: Measuring the square metre to ensure it comfortably matches the headcount and workspace requirements outlined in the bid. That is, it is no smaller than **2000** m²			
✓	**Layout and Zoning:** Checking for functional breakdowns of open-plan workspaces, private executive offices, boardrooms, reception areas, foyer and kitchenettes.			
✓	**Ablution Facilities:** Counting the number of toilets to ensure they meet IFISA requirements and building regulations for the expected staff capacity, including designated gender and accessible facilities.			
3.	**Health, Safety, and Accessibility**			
✓	**Fire Safety:** Inspecting unblocked emergency exit routes, illuminated exit signs, serviced fire extinguishers, hose reels, and functional smoke detectors.			
✓	**Building Accessibility:** Verifying compliance with accessibility laws, including ramps, wide doorways, elevators, and dedicated parking bays for people with disabilities.			
✓	**Indoor Environment:** Checking for adequate ventilation, functional HVAC air conditioning systems, sufficient natural or artificial lighting, and building structural integrity			
4.	**IT Infrastructure and Security**			
✓	**Server Rooms:** Inspecting the server environment to ensure it has dedicated cooling systems, fire suppression equipment, and restricted access control.			
✓	**Data and Power Connectivity:** Verifying data trunking, fiber line entry points, network cabling readiness, and sufficient electrical wall outlets.			
✓	**Backup Utilities:** Confirming the presence and operational status of a backup generator or UPS system to handle power outages, as well as emergency water backup reserves			
5.	**Security and Compliance**			
✓	**Access Control:** Evaluating perimeter security, visitor sign-in desks, biometric or metal detectors or x-ray scanners, card access gates, and CCTV surveillance networks.			
✓	**Compliance Documentation:** Reviewing physical copies of the building's Occupation Certificate, electrical compliance certificates, and structural engineering sign-offs			
6.	**Parking area**			
✓	Number of parking bays available vs. required (100)			
✓	Availability of dedicated/reserved bays			
✓	Provision for disabled parking (compliant bays): • Ample parking (incl. 77 covered incl bikes and disabilities); • Locked up space = 2 parking bays • Open parking = 24 bays			

✓ Ease of entry and exit (traffic flow)			
✓ Proximity of parking to main entrance			
✓ Adequacy of turning space for vehicles			
✓ Clearly marked bays and signage			
✓ Surface condition (paved, tarred, potholes, drainage)			
✓ Cleanliness and upkeep			
7. External Environment Inspection			
✓ Lighting levels (especially for early morning/evening use)			
✓ Presence of access control (booms, gates)			
✓ Security personnel or surveillance (CCTV)			
✓ Visibility and passive surveillance (no hidden areas)			
✓ Road access to the premises (main roads, congestion) ✓ Pedestrian access routes, walkways and proximity to amenities and public transport.			
✓ Accessibility for persons with disabilities (ramps, gradients)			
✓ General condition of landscaping (gardens, paving, signage)			
✓ Presence of Electric Vehicle Charging Point (EVCP) / EV Charging Station / EV Charger or a plan to put it. If not on site already, a plan to put it in place within three months after Building occupation by IFISA			
✓ Cleanliness and waste management			
✓ Condition of boundary walls, fencing, and gates			
8. Safety & Security			
✓ Perimeter security (fencing, guards, access points)			
✓ Lighting around the building exterior			
✓ Safety risks (isolated areas, poor visibility zones)			
9. Environmental Factors			
✓ Noise levels (traffic, industrial activity)			
✓ Air quality and surrounding land use			
✓ Flood risks or drainage issues			

26.5 **<u>Fifth Stage: Price</u>**

26.5.1 The Third Stage of evaluation of the Bids will be in respect of price and preference.

27. Risk Analysis and Objective Criteria

(This must only be included in the tender document if it is applicable, ensure that the list is specific as to what your objective criteria are)

The DBSA reserves the right to award the tender to the tenderer who scores the highest number of points overall in line with Section (2) (1) (f) of the PPPFA, unless there are objective criteria which will justify the award of the tender to another tenderer.

The objective criteria that the DBSA may apply in this bid process includes:

I. Any bidder that has a cumulative order book totalling 5 Awards with outstanding value, may be excluded from further evaluation.
II. Where a bidder has 5 active Awards with an outstanding value and the outstanding value is 10% or less, indicating the project is nearing completion, the bidder may be included for further evaluation and/or recommendation for award.
III. Where a bidder has 5 active Awards with an outstanding value and at least one of the projects has stalled for a period of 6 months or more, or the client has placed the project on hold indefinitely, the bidder may be included for further evaluation and/or recommendation for award.
IV. The DBSA has the discretion to apply an objective criterion.

28. Due Diligence

DBSA shall perform a due diligence exercise on the preferred bidder to determine its risk profile. The due diligence exercise may take the following factors into account inter alia.

a. Judgements and criminal convictions
DBSA may consider previous civil judgements against the preferred bidder as part of its risk assessment. DBSA may also consider whether the preferred bidder or any of its directors have been convicted of a serious offence.

b. Pending litigation/liquidation/business rescue (distinct from Working Capital)
DBSA may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

c. Performance
DBSA will not consider the Service provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

d. Reputational harm
If DBSA is likely to suffer substantial reputational harm because of doing business with the preferred service provider, it may take this into account as part of its risk assessment.

e. Restricted/Blacklisted
Is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement.

f. **Vetting**

The DBSA reserves the right to conduct vetting on the tenderer or any of its directors.

g. PEP Checks for both Companies and Individual directors, as well as Procure Check and or any other systems that the DBSA may choose to utilize (which may be conducted by an authorized third party) that would be done to assess all risks, including but not limited to
    a. Financial stability of the bidder based on key ratio analysis ;
    b. Efficiency ;
    c. Profitability ;
    d. Financial Risk;
    e. Liquidity ;
    f. Acid Test ;
    g. Solvency; and
    h. Commercial relationship with a politically exposed and brand risk

i. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
ii. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

29. Generally, suppliers have their own business standards and regulations. Although DBSA cannot control the actions of our suppliers, we will not tolerate any Illegal activities. These include, but are not limited to:

- Misrepresentation of any kind (e.g. origin of manufacture, specifications, intellectual property rights, etc.);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and
- Harassment, intimidation or other aggressive actions towards DBSA's employees.

30. STATUS OF BID

30.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.

30.2 A Bid must not be conditional on:

30.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained.

30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.

30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.

30.2.4 the Bidder obtaining the consent or approval of any third party; or

30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

30.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).

30.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

31. CLARIFICATION OF BIDS

31.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are held in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.

31.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

32. DISCUSSION WITH BIDDERS

32.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.

32.2 Where applicable, the DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.

32.3 The DBSA is under no obligation to undertake discussions with, and Bidders.

32.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:

32.4.1 conduct a site visit, if applicable.

32.4.2 provide references or additional information; and/or

32.4.3 make themselves available for panel interviews.

33. SUCCESSFUL BIDS

33.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.

33.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.

33.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

34. NO OBLIGATION TO ENTER INTO CONTRACT

34.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.

34.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

35. BIDDER WARRANTIES

35.1 By submitting a Bid, a Bidder warrants that:

35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;

35.1.2 it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;

35.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;

35.1.4 it accepts and will comply with the terms set out in this RFP; and

35.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

36. DBSA'S RIGHTS

36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:

- 36.1.1 cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.
- 36.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
- 36.1.3 vary or extend any time or date specified in this RFP
- 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process.
- 36.1.5 require additional information or clarification from any Bidder or any other person;
- 36.1.6 provide additional information or clarification.
- 36.1.7 negotiate with any one or more Bidder;
- 36.1.8 call for new Bid.
- 36.1.9 reject any Bid received after the Closing Time; or
- 36.1.10 reject any Bid that does not comply with the requirements of this RFP.

37. GOVERNING LAWS

37.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.

37.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.

37.3 All Bids must be completed using the English language and all costing must be in South African Rand (ZAR).

TERMS OF REFERENCE (TOR)

APPOINTMENT OF A PROPERTY OWNER/MANDATED PROPERTY MANAGEMENT COMPANY TO PROVIDE LEASED OFFICE SPACE TO HOUSE IFISA FOR A PERIOD OF FOUR (4) YEARS.

1. INTRODUCTION AND BACKGROUND

The Development Bank of Southern Africa (DBSA), on behalf of the Infrastructure Finance and Implementation Support Agency (**IFISA**), is pleased to invite suitably qualified firms to submit proposals for a provision of fully compliant office accommodation that meets the spatial, functional, and regulatory requirements of IFISA in the Gauteng province for a period of four (4) years.

IFISA has recently undergone organisational growth through the establishment and inclusion of additional units, significantly expanding its operational scope. As a result of this expansion, combined with anticipated future growth, the current office accommodation has become insufficient to meet the agency's needs.

To address this challenge, the Development Bank of Southern Africa (DBSA), in on behalf of IFISA, intends to secure suitable office accommodation through the leasing of a building in areas nearby the DBSA offices (within the 15km radius). The facility must be capable of accommodating all IFISA officials within a single office complex.
Also, the proposed premises should be located in close proximity to the DBSA Head Office at 1258 Lever Road, Midrand, given that IFISA continues to function as an integral part of DBSA.

The building(s) should entail:

- Supply office space of approximately **2000 m²**
- Layout must support:
  - Open-plan workspaces
  - Private offices
  - Boardrooms and meeting rooms
  - Reception and waiting area
  - Filing/storage rooms
  - Server / ICT conditioned rooms
  - Power backup system (standby generator adequate to power up server room, passages, registry, security control and UPS for ICT)
  - Kitchen and ablution facilities
  - Rest rooms
  - Fully furnished as per office requirements (Table 2)
- Adequate parking for staff and visitors (minimum **100 bays)**.

2. INFRASTRUCTURE FINANCE AND IMPLEMENTATION SUPPORT AGENCY (IFISA)

The Infrastructure Finance and implementation Support Agency (IFISA) was established through a tripartite Memorandum of Agreement (MOA) in January 2026 and became operational on 01 April 2026. IFISA consolidates the Public-Private Partnerships (PPP) of the Government Technical Advisory Centre, the Neighbourhood Development Partnership Programme of the National Treasury and the Infrastructure Fund.

IFISA is a Project Management Office located in the DBSA that has been established as a single structure that will systematically crowd-in private sector participation to augment the limited public sector capacity, capability, and finances. IFISA will prepare a robust and continuous pipeline of investable projects, structure financial arrangements to reduce reliance on fiscal funding and promote alternative funding, financing and delivery mechanisms.

Functions and Objectives of IFISA

- Undertake infrastructure and investment planning activities to support social inclusion while address spatial inequality, economic growth and sustainable development;
- Prepare a robust, continuous and investable pipeline of infrastructure projects and programmes, integrate the coordination and management of such a pipeline;
- Facilitate project preparation funding including from donors, development financiers and philanthropic organisations;
- Structure the financing arrangements to reduce reliance on fiscal funding, promote the use of alternative funding, financing and delivery models to catalyse non-government funding and reduce fiscal exposure in infrastructure development;
- Strengthen the independent review of proposals before they are channeled to the BFI for consideration by budget authorities;
- Facilitate the raising of funds for infrastructure Projects and programmes;
- Enhance technical assistance and transaction advisory support to advance infrastructure projects including through PPP stage approvals, ensure effective procurement support, appropriate risk sharing and unlocking of investments in precincts and key nodes;
- Improve spending outcomes through effective grant management function, continuous monitoring, timely adjustments, and transparent reporting;
- Provide policy advisory and analytical services, intergovernmental convening, and support to reforms;
- Improve information and data management to enhance accessibility, inform decision making and support knowledge management;

- Provide quality assurance support to National Treasury including independent verifications, monitoring and evaluation, and ex post assessments;
- Provide technical capacity to build state capability, incentive behavioral change and improve infrastructure, investment and spending outcomes while promoting efficient asset management; and
- Enhancing support to sponsors beyond financial structuring and closure to ensure effective procurement, risk sharing and delivery of infrastructure.

For more information on the IFISA, please visit the website: https://www.ifisa.co.za/

3. OBJECTIVE OF THE BID

3.1. The objective of the tender is to request Property Owners/Mandated Property Management Companies who specialize in the leasing of office space to submit proposals to IFISA for provision of office accommodation.

3.2. The space should be able to fit approximately seventy (70) IFISA officials. The outside security personnel (if it is an office complex) must be borne by the landlord. Table 2 contains client's specifications.

3.3. Offices to house IFISA officials.

3.4. The proposed office space must be located in any location that is within a 15 km radius of Development Bank of Southern Africa (DBSA) Head Office (1258 Lever Road, Headway Hill, Midrand).

3.5. The proposed duration of the lease will be from 01 January 2027 to 31 December 2030 with the option to renew/extend if needed.

4. SCOPE OF WORK

4.1. General requirements:

4.1.1. The bid is open to the following parties:

- ✓ Property owners; and
- ✓ Reputable Property Management Companies who have a direct mandate with the Property Owner to contract and manage the proposed property.

4.1.2. The successful bidder shall deliver fully serviced and furnished office space that supports IFISA's administrative work, client consultations, and operational activities.

4.1.3. It is preferable that the proposed office space is a "White Box" that can be fitted in line with IFISA operational requirements. Write down the details of the proposed property in ***Appendix C.***

4.1.4. The building must either be Grade P or A (SAPOA requirements, Grading certificate attached) and/or if not having a Grading as per SAPOA requirements, it must not be older than 10 years or upgrades/ major renovations must have been done within the last 10 years. Building construction certificate of completion must be provided as proof. For ease of reference:

4.1.4.1. Grade P or P-Grade (Prime Grade) basically means the highest tier of commercial property, generally less than 10 years old. These are iconic, top-quality flagship buildings that set market rental standards. They feature high-end, prestigious lobby finishes, cutting-edge security, and generally possess a 4-star Green Star rating or equivalent environmental initiative. Or in the absence of a formal rating include equivalent environmental initiatives which could include zoned lighting, energy-efficient building services and systems, water-efficient fixtures, rainwater harvesting, water-wise landscaping, and low VOC interior finishes. High ratio of basement parking and the public environment -Street/foyer interface with visible security, pristine environment; additional public management initiative with visible benefits; direct involvement in Improvement District/private services, with active implementation, best visibility/exposure in area, vehicular access premised on clear, fast at all times, multiple ingress and egress points.

4.1.4.2. Grade A building generally means high-quality, modern offices (less than 30 years old). Typical characteristics: Relatively new or recently refurbished buildings. Located in prime or well-established business areas. These premises have modern finishes and design. Good security, air-conditioning, lifts, and infrastructure. Adequate parking (mostly shaded or covered) and professional property management. Reliable services (backup power, fibre connectivity, HVAC), and quality entrance and lobby environment.

Amenities, Finishes and Quality: High material specification, functional design base finishes, fast elevators, high specification stairwells, lobby and reception of quality finishes/appearance and service. General floor plate permitting design flexibility, good balance between light and environmental control, Central Environmental Control premised on typical building management system with quality split system incorporated, attractive and functional landscaping and greening or attractive building exteriors: limited on site amenities but close at hand and/ in safe walking and driving proximity. Kitchen/ catering facilities available individually or on shared basis.

Services: Security comprising graded guards at entry points, with patrols and a guard monitoring system, quality maintenance services

Technology and Communication: Provision for individual UPS TI vertical (high rise) and horizontal communication spaces with spare capacity above the average requirement.

Patch rooms available on every floor; telephone network compatible with high specification system, cabling and network infrastructure, plug and play /internet ready, CCTV permitting large coverage with multiple recording, Online Access Control system with proximity readers, unique tags.

Public Environment: Safe, attractive and clean street/foyer interface, surrounding public environment comprising good infrastructure. Improvement District/Private services involvement or plans; good exposure and visibility; vehicular access only occasionally hindered, locality has good access to freeways.

4.1.5. The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS), Occupational Health & Safety Act, 1993; and any other relevant legislation/regulations as applicable.

4.1.6. Preferably, comprise of one (1) stand-alone building or multi-tenant building to house the IFISA.

4.1.7. If standalone building, the bidder will be required to provide PSIRA registered physical guarding i.e. a minimum of two (2) day guards and two (2) night armed guards.

4.1.8. The main entrance to the building must have a disability ramp and if a multi-floored building is proposed, all floors must have wheelchair access as well as ablution facilities for People Living with Disabilities. The building should be fully accessible to people living with physical disabilities

4.1.9. Prospective bidders will be responsible for the submission of the construction work plans with the relevant council for any/all refurbishments and/or office fit outs to be made as part of the bid at its own cost.

4.1.10. Maintenance on the exterior and interior of the building, fire detection, fire extinguishers, heating and ventilation systems remain the responsibility of the bidder.

4.1.11. The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level.

4.1.12. The proposed building must be easily accessible to the public and preferably be within 3 kilometers from public transport.

4.1.13. Prospective bidders must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.

4.2. ICT requirements:

4.2.1. Prospective bidders must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.

4.2.2. High-Speed Fiber Optic to Business Infrastructure should be available with a minimum speed of 50Mbps.

4.2.3. Building must have clear Fiber Routes from the street to the Server room, and sufficient manholes inside the property for easy access to the fiber infrastructure. The server room must preferably be located on the ground floor (depending on building layout). The server room must: a) Have firewall proof walling & doors (double door for ease of moving in equipment). b) Raised Flooring. c) Fire suppression system must be in place with preference given to electrically safe systems. d) Preferable no sprinklers should be used in these rooms. e) Smoke, fire and water-condition alarms with paging capabilities should be installed. f) An ambient temperature of 20°C to 24°C) must be maintained. Temperature should not exceed 25°C. g) Relative humidity should be maintained at 45%-55%. h) Provide the ICT team with a full set of As-Built drawings during handover.

4.2.4. If High-Speed Fiber Optic is not present, IFISA must be granted permission to install a High-Speed Fiber Optic by its preferred service provider.

4.2.5. IFISA must be granted permission to install a secondary wireless Microwave link by its preferred service provider.

4.3. Office Space Requirements

4.3.1. **Offices:**

- Open-plan offices (each space should be able to accommodate a maximum of 4 people per office)
- Enclosed or private offices: 28 enclosed/private offices
- Private office: large sized office for the Head of IFISA to have two offices close by for the office administrator and Operations Specialist.
- All office furniture and fittings to be supplied

4.3.2. **Boardrooms and meeting spaces:**

- o 1 × Large boardroom (capacity ±50 people)
- o 1 × Executive/ IFISA Head boardroom
- o 5 × Smaller boardrooms (±15–20 people each)
- o 7 × meeting/work pods with connectivity facilities
- o Equip all boardrooms with:
  - ✓ Audio-visual systems (minimum 2 x 60” monitor screens per boardrooms)
  - ✓ Connectivity for virtual meetings (Zoom/Teams)
- o All office furniture and fittings to be supplied

4.3.3. **Reception and Security**

- o Provide a formal reception area with:
  - ✓ Waiting area (adequate seating)
  - ✓ Reception desk
- o Install or have:
  - ✓ Access management and control systems (inclusive of CCTV surveillance)
  - ✓ Metal detectors and X-ray scanners
  - ✓ Security control room and rest area
  - ✓ Visitors’ management system
  - ✓ The biometric readers must also support access (proximity) cards.

4.3.4. **Building and Functional Requirements**

- o Ensure:
  - ✓ Reliable power supply with backup (standby generator and UPS). The generator must startup within 60 seconds of a power failure and be able to carry the full load within 90 seconds. Must include monitoring software and all related cables & modules that allows Landlord, ICT and Facilities teams to monitor the health of the generator. The Generator should be installed and maintained by the Landlord.
  - ✓ Wi-Fi and ICT infrastructure readiness
  - ✓ Adequate plumbing and water supply
  - ✓ Ablution facilities for both genders, well distributed across the building in line with Sanitary Fixtures for Buildings (SANS 10400-1990) for both males and females. Separate male/female, disabled, unisex toilets, sick bay.

- ✓ Adequate disability bathroom facilities for People living with Disabilities (according to National Building Regulations, SANS 10400).
- ✓ Toilets or bathroom facilities must be clean and functional, with lighting, water, ventilation. Regular hygiene cleaning services.
- ✓ If multi-floor office is proposed, a minimum of 1 (one) disability bathroom per floor.
- ✓ Energy efficient building.

- o Building must be wheelchair accessible.
- o **Water Supply:** The municipal water supply where applicable shall be metered separately for IFISA.
- o The bidder is to ensure that there is continuous water supply to IFISA offices at the bidder's cost.
- o **Electrical Supply:** The power supply where applicable shall be metered separately and the installation is to comply with all relevant regulations and by-laws. All main electrical supply shall be governed with class one and class two lightning surge protectors, which must be inspected regularly to ensure that it is and remain in good working condition, in line with SANS 62305. All Parts will be at the bidder's and proof of installed lightning surge protection must be provided as part of building handover.
- o The building must have a continuous emergency power supply enough to carry the electrical needs of the office during a power outage (i.e. back-up generators/alternative power supply). This must be maintained by the bidder to ensure minimal interruption of electrical service.

4.3.5. **Parking and Amenities**

- o Provide ample parking, including:
  - ✓ Minimum 77 covered bays, (covered, lockable, bikes and disabled) and 23 open parking.
- o Provide:
  - ✓ Staff pause/break areas (minimum 5)

4.3.6. **Sustainability Requirements**

- o Include:
  - ✓ Backup power solutions
  - ✓ Water-saving systems
  - ✓ Waste management services
  - ✓ Motor vehicle charging port X1

4.3.7. **Maintenance and Lease Requirements**

- o Include maintenance responsibilities within the lease agreement

- Ensure facilities are:
  - ✓ Modern and well-maintained
  - ✓ Free from risks such as outages, safety issues, or inadequate infrastructure
  - ✓ The building owner or Property Mnaagement company (service provider) shall be responsible for the structural maintenance of the leased premises during the currency of this lease. Structural maintenance shall include maintenance of the building structure, water reticulation and sewerage system, the electrical and mechanical installations which form an integral part of the building and shall include, inter alia, HVAC, water heating devices, lighting installations, extractor fans, lifts, security access points, electric gates, plumbing installations, alarm systems, any other electrical appliance, building grounds and fire fighting equipments.

4.3.8. **Rental Rates and Maintenance**

- Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the adjustment date. Rates shall also include but not limited to the maintenance of the exterior of the premises such as:
  - ✓ Roofs, HVAC including cleaning the diffusers inside, Lightning protection, Plumbing, Electrical supply, up to DB board; Fire Protection and Detection, Common area electrical reticulation, Grounds and gardens, Storm water and drainage, Washing the external windows and facades, Security to be included if applicable, Repainting of the building interior and exterior should be accommodated, Pest control and routine fumigation services and Refuse collection.

4.3.9. **Property/ Building Insurance**

- The bidder shall provide all necessary and valid building insurance information, if the building is not yet insured then a letter of intent from the respective insurer will suffice, as part of prequalification documents for this bid. The insurance cover should be confirmed within 14 days of award of this tender and the insurance cover should be aligned to the value of the property and against damage to the structure and fixtures both inside and outside caused by fire, burglaries, Vis major and political riots. The bidder must ensure the building insurance remains valid for the duration of the lease period.

4.3.10.**Security Services**

- The proposed building must have appropriate security features such as perimeter fencing, PSIRA registered physical security guards, access-controlled entrance and exit to the premises, CCTV coverage of the building. Provide full details of such security features (e.g. make and model where applicable).

- In addition to the above, for standalone properties the proposal must include the PSIRA registered physical security guards i.e. a minimum of one (1) day guard and one (1) night armed guard.
- Burglarproofing to all accessible windows.

4.3.11.**Office furniture requirements**

- The bidder shall supply, deliver, and install suitable office furniture for IFISA offices. All furniture must be suitable for administrative, operational, and executive office environments and must meet high standards of durability, ergonomics, and aesthetics.
- Office furniture for offices, boardrooms and reception areas must also be in place with a proof of purchase or installation not older than 6 months or, if not in place, the bidder must an active contract or signed letter of intent from a furniture supplier to provide all IFISA office furniture requirements as and when needed. If no proof of contract or active contract or intent to provide furniture supplied, the bidder must indicate that office furniture will be provided within 14 days after signing of SLA.
- Finishes and colours should be modern, professional, and consistent across office spaces unless otherwise specified.
- All items must be delivered fully assembled or assembled on-site by the supplier.
- The supplier shall ensure proper handling, installation, and placement according to office layout plans.
- Modular workstation systems should allow for efficient space utilisation and future reconfiguration.
- **Workstations and Desks:** Desks must be sturdy, functional, and ergonomically designed.
- Minimum specifications:
  - Durable work surfaces (e.g., laminated wood, MDF with high-pressure laminate, or equivalent)
  - Cable management systems
  - Adequate legroom
  - Lockable drawers where required
- General Staff Chairs:
  - Adjustable height and backrest
  - Ergonomic lumbar support
  - Breathable mesh or fabric upholstery
  - Stable five-wheel base for mobility

- Swivel functionality

- Executive Chairs (Heads of Units):
  - Executives must be provided with premium-quality leather chairs
  - Chairs must reflect a professional and executive aesthetic suitable for senior management offices.
  - Specifications:
    - Genuine leather or high-grade leather equivalent upholstery
    - High-back design for full back and neck support
    - Adjustable height, tilt, and reclining mechanisms
    - Padded armrests
    - Heavy-duty base with smooth caster wheels
- Storage Units:
  - Lockable filing cabinets (metal or high-grade wooden finish)
  - Credenzas and cupboards with adjustable shelving
  - Mobile pedestal drawers for desk-side storage
  - All storage units must be secure, durable, and easy to operate
- Meeting Room Furniture:
  - Boardroom tables sized according to room capacity
  - Comfortable, high-quality meeting chairs coordinated with table design
  - Integrated cable ports for ICT equipment.
- Reception Area, pause area, working pods and lactation room Furniture:
  - The desks and seats or chairs must be designed and installed to reflect a professional corporate image
  - Visitor seating that is durable, comfortable, and aesthetically aligned with office design
- Materials and Finishes:
  - Materials must be of superior quality and free from defects
  - Finishes must be smooth, consistent, and resistant to chipping or fading
  - Environmentally friendly materials are preferred where possible

- Warranty and After-Sales Support:
  - Minimum warranty period: 24 months
  - The bidder must provide after-sales service, including maintenance, replacement and repair support.
  - Replacement of defective items must be done promptly at no additional cost to IFISA
- Compliance:
  - All furniture must comply with applicable health and safety regulations
  - Products should meet recognized quality standards (e.g., ISO or equivalent where applicable)

4.4. The combined office requirements and support services are detailed in Table 1 and the specific office sizes and other detailed requirements are outlined in Table 2 (client specification), below:

Table 1: Office requirements and support services

Item	Description	Purpose	Remarks
1.	**Property Size and Space Planning Requirements**		
1	**Project Overview** The proposed building must provide a **minimum lettable area of 1,500 m²,** excluding non-assignable space. An additional 25% (**approximately 500 m²)** shall be allocated for non-assignable areas, resulting in a **total Gross Lettable Area (GLA) of approximately 2,000 m²**, subject to final configuration. All measurements must be undertaken in accordance with the latest SAPOA Method of Measuring Floor Areas (MOMFA) for Office Preferably, the layout of space offered must be on contiguous floors, either from top level coming down or lowest level going up except for common areas like foyer, etc., with separate entrance and egress on floors, if in a shared building.		
	The bidder must provide a space planning layout as per the client's needs, **refer to Table 2:** Annexure required: i. Bidder to provide letter from registered architect confirming the minimum gross lettable area **approx. 2000 m²** in line with SAPOA method for measuring floor areas (MOMFA) for offices. ii. Office furniture layout and furniture specification iii. Plan to also depict the Emergency and Evacuation Routes / points including assembly point. iv. Parking space and outside areas v. The above-mentioned plans to be signed off by the Professional Architect.		
2.	**Provision of Parking**		
	The Bidder must submit a parking plan, signed off by the Professional Architect, indicating the availability of required parking bays.		
	Parking Requirements :		

<table>
<tr><td></td><td>Total Parking required is 100 parking bays.</td><td></td></tr>
<tr><td></td><td>Required Parking bays to be provided on site is made up of the following categories
<table>
<tr><th>Type of Parking</th><th>Quantity</th></tr>
<tr><td>Lockup</td><td>2</td></tr>
<tr><td>Undercover / covered</td><td>70</td></tr>
<tr><td>Open bays</td><td>23</td></tr>
<tr><td>Bays for persons living with disabilities (undercover/covered)</td><td>03</td></tr>
<tr><td>Motorbikes or Bicycle parking (undercover/ covered)</td><td>02</td></tr>
</table>

Compliance requirements:

i. All parking bays must be 100% on site
ii. Lock-up bays – parking provided within a secured, undercover lockable area and / or individual bays that is undercover and lockable.
iii. Bays for persons living with disabilities to be located within entrance of premises, undercover and must be within 50 meters of the entrance of the building.
iv. Covered parking for motorbikes</td><td></td></tr>
<tr><td>3</td><td>Electric Vehicle Charging Point (EVCP) / EV Charging Station / EV Charger:</td><td></td></tr>
<tr><td></td><td>Type 2 (IEC 62196-2)
• CCS (Combined Charging System) – for DC fast charging
• With a charging capacity of 7.4 kW, 11 kW or 22 kW
Installation Standards
Should comply with:
• SANS 10142-1 (Wiring Code)
• SANS 61851 (Electric vehicle conductive charging system)
• Clearly marked EV parking bay
• Adequate lighting and signage
• Accessible location
• Protection (bollards or barriers to prevent damage)

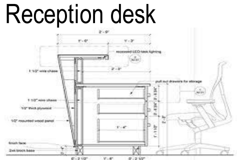
If not already on site, it must be in place within three months after Building occupation by IFISA.</td><td></td></tr>
</table>

Table 2: Client Specification

Item	Description of office space	No. of Units / offices required	Approved Norm in m²
	Cellular offices (closed offices): Walls/Drywalls: Walls dividing offices and rooms needs to be secure structure erected from floor to ceiling. Versatility is invited with the use of moving walls and/or doors, without security and sound proofing being compromised. Dividing walls will be finalized on layout. Noise reduction and control: The noise levels within the office need to be maintained at an acceptable level between 40 and 60 decibels as external noise needs to be reduced to an acceptable level. Doors should be of solid material, fitted with a system that allows for dual biometrics and cards. Moving walls/stacking doors between areas will be required.		
1	Head of IFISA	X 1	30 m²
2	Office of the office administrator (with direct entrance to the office of Head of IFISA)	X 1	20 m²
4	Operations Specialist	X 1	15 m²
5	Heads of IFISA Units	X 10	20 m² (x 10) = 200 m²
6	Lead and/or Directors	X 15	15 m² (x 15) = 225 m²
	Open plan serving space		
7	Open plan office space (4 people sharing)	X 10	30 m² (x 10) = 300 m²
	Shared space		
8	Storeroom	X 1	40 m²
9	Reception (fitted with a reception desk)	X 1	10 m²
10	Waiting room	X1	15 m²
11	Server room	X 1	8 m²
12	Kitchen The facility must have a clean and constant supply of water to the kitchens and kitchens should be fitted with “Hydro-Boil” which are maintained by the Landlord.	X 2	8 m² (x 2) = 16 m²
13	Sick bay	X 1	8 m²
14	Lactation room	X 1	8 m²
15	Printing room	X 1	8 m²
16	Main boardroom	X 1	40 m²
17	Small boardrooms	X 5	25 m² (x 5) = 125 m²
18	Head of IFISA boardroom (close to Head of IFISA)	X 1	20 m²
19	Meeting pods (fitted with working facilities)	X 7	4 m² (x 7) = 28 m²
20	Community rooms	X 2	25 m² (X 2) = 50 m²
21	Security control room	X 1	8 m²
22	Registry or filing room	X 1	20 m²
23	Rest room	X 1	15 m²

<table>
<tr><td>24</td><td>Ablution facilities - MALE: (each ablution facility: 3 x males with urinals, 3 x water closet, 3 water sinks and 1, Squat toilet)</td><td>X 3</td><td>20 m² (x 3) = 60 m²</td></tr>
<tr><td>25</td><td>Ablution facilities - FEMALE: (each ablution facility: 4 x females, 3 x water closet, 3 water sinks and 1, Squat toilet)</td><td>X 3</td><td>20 m² (x 3) = 60 m²</td></tr>
<tr><td>26</td><td>Ablution facilities - accessible (disabled) toilet in compliance with SANS 10400-S (Facilities for Persons with Disabilities)</td><td>X 2</td><td>4.3 m² (x 2) = 8.6 m²</td></tr>
<tr><td>27</td><td>Pause areas for staff breaks/lunch.</td><td>X 3</td><td>12 m² (x 3) = 26 m²</td></tr>
<tr><td></td><td>NOTE</td><td></td><td></td></tr>
<tr><td>28</td><td>All boardrooms must be fitted with 2 x 60” TV monitor screens / TV mounted on the wall for usage in the meeting (Zooms and Teams Meetings. They must be able to connect laptops and have speakers and audio or sound panels for attendees)</td><td></td><td></td></tr>
<tr><td>29</td><td>Metal detectors and X-ray scanners at the foyer (in the reception area).

• The biometric readers must also support access (proximity) cards.
• The magnetic locks must be supplied with separate backup power for each access-controlled door (if not powered by POE over secure network). Magnetic door locks must hold 600kg force.
• Must utilize no-touch push buttons to exit where exit control via biometrics is not required (e.g. offices & meeting rooms).
• Must integrate to the fire-alarm to emergency release doors.
• All Maintenance on the system must be included
• 1 workstation must be made available to the IFISA to manage user access to the doors.
• Training to be provided to the facilities team to operate the software
• Provide support, repair and maintenance on all aspects.
Speedstiles: Speedstiles must be/have:
• full-height, toughened glass (wings and side panels) with brushed stainless-steel frame;
• bi-directional and electronically controlled in both directions;
• mechanical key override feature in both directions;
• battery back-up for one (1) hour;
• compatible with the access control system for ease of integration;</td><td></td><td></td></tr>
<tr><td>30</td><td>All rooms and offices must have proper natural ventilation, air conditioning and lighting. There must be blinds or tinted windows to all offices with windows. Each workstation are to have a dual dedicated power point, secured within an enclosed conduit and/or trunking where required. Positioning thereof, as per floor layout still to be finalized as this is dependent on the available space. Power points should be connected to the UPS</td><td></td><td></td></tr>
</table>

	and Generator and be compliant with SANS specifications. This should be indicated in an office layout.		
31	Reception desk 		
32	**Functional Requirements:** • Power supply with backup for power outages; • natural lighting; • water/plumbing (bathrooms & kitchens); • Wi-Fi; • security facilities • fully furnished building		
33	**Location Considerations:** • Easy access to main roads, public transport, Gautrain station or Gautrain bus routes; • Within 3 km from public transport; • within 1km close to amenities (e.g., shopping centres).		
34	Parking and Amenities • Ample parking (incl. 70 covered incl 2 bikes and 3 disabilities); • Lockable space = 2 parking bays • Open parking = 23 bays • Charging for 1X electrical vehicle		
35	Environmental Conditions: • Clean, safe and quiet surroundings preferred.		
36	Legal & Compliance: Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire detection/system, including features which includes but not limited to the public address system, warning alarms, sprinklers, gas suppression system (server room), make and model.		
37	Sustainability: • Backup power (power outages and savings); • water-saving systems; • waste management including disposal included in lease.		
38	Lifts & Escalators • If there is lift in the building, then it must be in line with SANS 10400 4.44 to 4.47 (fire protection), as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS). • Maintenance of the lift and escalators must be serviced regularly at the cost of the bidder and service records to be provided.		

39	Corporate image:
	• The building must portray must portray the corporate image of IFISA. The costs in this regard must be for the account of the bidder.
	• There must be visible signage to identify offices and rooms leased to IFISA and the costs must also be borne by the bidder.
	Outdoor Signage:
	2 x Illuminated/backlit signage displaying two respective company badge logos on the exterior of the building.
	• Signage must be close to the main entrance, visible to the surrounding parking facilities for approaching cars and pedestrians.
	• Illumination of logos will be provided by LED modules.
	• Size of the signage will be dependent on the size of the building and area available for display purposes.
	Indoor Signage:
	• 2 x illuminated/backlit signage displaying two respective company badge logos on the interior of the building, preferably the reception area.
	• Signage to be erected in the reception area and visible to all traffic within the area.
	• Bidder must provide electrical points to support seamless power and connectivity to the backlight of the sign.
	• Size of the signage will be dependent on the size of the reception area and wall space provided.
	• Space on wall at reception and dining area for a 60" Plasma/ LED screen to display IFISA information.
	    • Bidders must provide both parking and exterior directional signage for the IFISA at the Landlord's cost.
	    • The design and logo for this signage must be agreed between the IFISA and Landlord to ensure alignment with Governmental Guidelines.
	    • The Standard for directional and parking signage should be Di-bond, an aluminum surface with polyethylene center.		

40	Business Continuity Plan: To be signed and submitted by the Bidder in respect of the following: • Electricity (provision of functional energy saving lights and back up electricity supply that will service the leased premises in the event of municipal disruption). • Building offered needs to display potential and plans for-water saving(e.g. storage tanks to harvest rain water and use grey water for flushing of toilets and cleaning but not for consumption) and energy saving (e.g. use of solar panels /natural light, energy saving globes)Security control room. • Paraplegic gate at main entrance to building • Access control system: Biometric / Card Reader System and locks for main entrances and offices, along item 29 above. • Walk through metal detector at the main entrance along item 29 above.		

	• CCTV Cameras installed at all main doors facing the entrance and exist points. IFISA will install its own CCTV solution and the network point required in paragraph 4.2 above. IFISA cameras will be placed to provide coverage of all common areas, hot desk area, storerooms and passages. One wall of the CCTV room (item 3) must be able to carry the load of 4 55inch Plasma Screens. This video wall must be painted in a matt black or dark grey colour. A Melamine workbench must be fitted in front of video wall and must be able to seat 2 operators. The design of the room must be presented for approval during the design phase. • Security control room. • Security Guard House (if not already in place. It may be a wooden structure with adequate windows, air-conditioning and access to ablution facilities). The guard house must be 8m² for security personnel who provide night services and patrols.		

5. LEGISLATIVE SPECIFICATIONS

5.1. The building shall comply with all laws, construction service standards, building regulations, which include, but is not limited to:

- ✓ Occupational Health and Safety Act 1993 (Act 85 of 1993);
- ✓ The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";
- ✓ Code of practice – Interior Lighting SABS 0114:1996 - Part I;
- ✓ The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400)
- ✓ The Municipal by-laws and any special requirements of the local supply authority;
- ✓ The local fire regulations; and
- ✓ Building compliance certificates.

6. TENDERING REQUIREMENTS

6.1. The evaluation of bidders' submissions will be conducted in accordance with the Treasury prescripts, DBSA policies and bid conditions, and will encompass the following six key evaluation phases (steps):

g) **Step 1: Eligibility Criteria** – to determine compliance with the mandatory administrative and statutory requirements;

h) **Step 2: Functionality Criteria** – to assess the bidder's technical capability and capacity to deliver the required services;

i) **Step 3**: **Physical Site Inspection/ visit:** A physical site visit will be conducted on the proposed office space as part of due diligence for all shortlisted bidders to ensure that the proposed property or premises comply with occupational health standards, physical space capacity, and security.

j) **Step 4: Price** – assess the reasonableness of the price offered, seek clarification and negotiation where possible.

k) **Step 5: Preference** – to evaluate the final financial proposal in line with the 80/20 preference-point systems. Where 80 represents price and 20, BBBEE points; and

l) **Step 6: Objective criteria & Risk Analysis:** To assess employer's appetite to risks and other considerations.

6.2. STEP 1: ELIGIBILITY CRITERIA

6.2.1. All Bidders shall attend a compulsory Tender Briefing and complete an attendance register to record their attendance. Only Bidders whose attendance was recorded at the time of the compulsory Tender Briefing will be considered and evaluated when the tender closes and tender submissions are received.

6.2.2. An attendance of compulsory briefing session which will be conducted Virtually (MS Teams) will be considered. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

6.2.3. Bidders are expected to return the bid documents in the manner described in these Terms of Reference.

6.2.4. Bidders must submit their pricing proposals in A SEPARATE FOLDER clearly marked "pricing proposal". The proposal should not be combined with any of the other submissions, including the property ownership, functional and operational requirements, municipal documentation, compliance documentation because these qualitative and other criteria are sought to be assessed independently of the pricing proposal.

6.2.5. All communications and deliverables should be in English. Any documents provided in other languages are the responsibility of the service provider to be able to utilize. Total proposal should not exceed more than 300 pages.

6.2.6. Bidder's submission must contain the information listed in Table 3 below above.

6.2.7. Bidders are required to submit architectural drawings or plans, accompanied by explanatory notes and/or technical specifications, clearly detailing how the proposed premises meet the office requirements outlined in Tables 1 and 2 above. A maximum of five (5) sets of drawings/plans may be submitted. The bidder must ensure that all information provided is comprehensive, accurate, and sufficiently detailed to demonstrate full compliance with the specifications stipulated in Tables 1 and 2 above. The successful bidder will be required to provide a detailed space plan drawing, for sign-off by IFISA and on which the contractor is to execute the tenant fit-out.

6.2.8. All information and documentation submitted as part of this bid process will be relied upon in the evaluation and decision-making process. No additional or missing documents will be requested or accepted at this stage.

6.2.9. A bidder that meets all the above requirements will then be assessed on the functionality criteria. Failing to meet these requirements will result in a tender being declared nonresponsive.

Table 3: Eligibility criteria

Item	Documentation	Available		Comments
		Yes	No	
1.	The proposed office space exists and located within a distance of not more than 15km from DBSA offices (1258 Level Road, Headway Hill, Midrand) and will be ready for occupation by 30 November 2026 *Attach a Google map or a map of similar kind indicating proposed offices and a distance (using public road) between proposed offices and DBSA offices (with a description of a distance)*			
2.	The proposed building offered is P-Grade, A-Grade, and/or if not Graded, it is less than 10 years old or refurbishments were done within last 10 years. *Attach a Grading certificate for Graded office or a Completion certificate for a building not graded.*			
3.	The size of the office space offered is a **minimum** or approximately 2000 m² (inclusive of boardrooms and other non-assigned spaces), *as per Table 1 and 2* (Client Requirements and Client Specifications) and Scope of works above. *(The space is as per architectural plans (inclusive of exterior) and detailed explanation submitted)*			
4.	**Electricity Supply:** The proposed office space has a dedicated electricity meter. Clear method to split consumption and billing. *Submit a letter of Commitment that confirms the provision of electricity supply with a separate meter (method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
5	**Water Supply:** The proposed office space has a dedicated water meter. Clear method to split consumption and billing. *Submit a letter of Commitment that confirms the provision of potable supply with a separate meter (or a method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
6.	**Alternative power supply:** The proposed office has a Back-up Power that can provide a minimum of 5 hours backup power. *Submit a letter of Commitment that confirms the provision of potable supply with a separate meter (or a method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
7	**Dedicated meter for back up:**			

	The proposed office space has a dedicated electricity meter for the alternate power (generator). *Submit a letter of Commitment that confirms the provision of potable supply with a separate meter (or a method to show consumption by IFISA), which will be made available prior to the client taking occupation of the building.*			
8	**Security Measures:** • Access-controlled Premises • CCTV coverage of the building • Perimeter wall or fencing with Electric fencing *Attach proof of installation or indication in the architectural plans.*			
9.	ICT Infrastructure (high speed Fiber): Availability of High-Speed Fiber Optic to Business Infrastructure at the proposed building. Attach a letter from service provider confirming High-Speed Fiber Optic connection points. *As per paragraph 4.2 under Scope of works above*			
10.	Certificate of Occupation issued by the Municipality.			
11.	Electrical Certificate of Compliance (ECOC). The ECOC for the building/proposed office space not older than 2 years from date of submission of the bid			
12.	Electrical Certificate of Compliance (ECOC) for Solar installation if applicable.			
13.	Plumbing Certificate of Compliance (PCOC). The PCOC for the building/proposed office space not older than 2 years from date of submission of the bid.			
14.	Provide 3 (three) months latest statements issued by local municipality confirming that the account status on all municipal rates/levies/tax payments are updated and current.			
15.	Proof of valid insurance/letter of intent (supported by a quotation from the insurer) to insure the proposed building (*refer to paragraph 4.3.9. Property/Building Insurance*).			
16.	• Proof of property ownership i.e a certified copy of the Title Deed / Certified Windeed printout (IFISA reserves the right to verify the correctness of windeed printout) if the owner is directly bidding; or • Attach both certified copy of Title Deed and copy of Power of Attorney/ signed mandate letter/lease agreement, if bidding as an agent/broker/independent company using another person's property, or • Copy of fully signed Sale Agreement, together with the Title Deed of the current owner of the building if is in the process of being purchased as well as the certified copies of Identity Document for both the bidder and the owner(s) of the property • In the event that the bidder is not the owner, proof of property ownership, proof of agreements/mandate between the owner(s) and the property management company, registered and practicing as such *(refer note in paragraph 4.1.1.).*			
17.	Zoning from the municipality to confirm the proposed building is appropriately zoned.			
18.	Fire Compliance Certificate			
19	The proposed office space is accessible to public transport with a distance up to 3 km.			
20	The site layout must indicate where the Electric Vehicle Charging Point (EVCP) / EV Charging Station / EV Charger will be located. If the charging point is not already in place, an undertaking to install it			

	must be submitted alongside the bid or be made available during the physical site visit or inspection.			
21	**Business Continuity Plan** signed by the Bidder. It shall cover elements covered in Table 2			

6.3. STEP 2: FUNCTIONALITY CRITERIA

6.3.1. Only bidders who meet and pass all eligibility requirements above (Step 1) will proceed to this phase: the functionality evaluation stage.

6.3.2. At this stage, bidders will be assessed on the proposed methodology and approach as outlined in Table 4 below.

6.3.3. To pass the Functionality criteria, a bidder must obtain a minimum score of 70 points out of a total of 100 points. Bidders who fail to meet the minimum threshold will be deemed non-responsive and will not be considered further.

6.3.4. Only bidders who meet or exceed the prescribed functionality threshold will have their premises visited for physical inspection and subjected to a comprehensive scrutiny on the review of information submitted versus what is on the ground (Step 3).

Table 4: Functionality Criteria

Item	Criteria		
1	**Capacity to Deliver**	**Sub points**	**Maximum Points**
	Provide at least 3 (three) reference letters of leases made in the last 20 (twenty) years old which confirm that the bidder has provided a commercial leasing service. IFISA reserves the right to verify the authenticity of leases/references provided by the bidder. *(Appendix B is provided for guidance)* Scoring will be broken down as follows:		
	3 (three) or more reference letters of lease that are not more than 20 (twenty) years old	15	15
	2 reference letters of lease that are not more than 20 (twenty) years old	10	
	1 reference letter of lease that are not more than 20 (twenty) years old	5	
	No evidence submitted or information not as per bid requirements	0	
2	**Experience and Expertise**		
	CV's to be provided of the team who will be the direct liaison with DBSA/IFISA, e.g., the Property Portfolio Manager, Property Manager, Building/Facility Manager (but not limited to). *(Submit CVs of the proposed team (minimum of two team members), Appendix A is provided for guidance)* Scoring will be broken down as follows:		
	The team has a combined experience of more than 20 (twenty) years	10	10
	The team has a combined experience of 15 (fifteen) to 20 (twenty) years	8	
	The team has a combined experience of less than 15 (fifteen) years	5	
	No evidence submitted or information not as per bid requirements	0	
3	**Office furniture:** • Office furniture for offices, boardrooms and reception areas already in place and proof of purchase or installation not older than 6 months - (10 points), or • Bidder has an active contract with a furniture supplier or letter of intent to provide all IFISA office furniture requirements as and when needed - (10 points) or • Office furniture for offices, boardrooms and reception areas to be purchased on receipt of award letter and to be delivered - (5 points) • No plans or proposals on how the office furniture will be supplied or delivered– (0 points)		10
4	**Dedicated kitchen areas:** • A layout to fit the kitchen area/s- (10 points) • No kitchen area/s- (0 points)		10
5	**Floorspace:** • Readily available Heating Ventilation and Air- conditioning (HVAC) system- (10 points) • 80% of offices and boardrooms already have HVAC system and a plan to install the rest - 8 points • Less than 80% HVACs in place or no heating ventilation and air conditioning system- (0 points)		10
6	**Proof of building grade:** • Grade P– (10 points) • Grade A – (8 points) • Building not Grade P or A but it is not older than 10 years. – 5 points		10
7	**Public Transport:** • Within 1 km from Gautrain bus, other bus services and taxi routes = 10 points • Greater than 1 km but less than 3km from Gautrain bus, other bus services and taxi routes = 8 points		10

	Attach a Google map or a map of similar kind indicating proposed offices and a distance to the public transport (taxi rank).	
8	**Proximity to DBSA offices (1258 Lever Road, Headway Hill)** • Within 5 km from DBSA offices – (10 points) • Greater than 5 km but less than 15 km radius from DBSA offices – (8 points) *Attach a Google map or a map of similar kind indicating proposed offices and a distance to the DBSA Offices (1258 Lever Road, headway Hill).*	10
9	**Parking availability:** • Great than 77 covered and secured parking bays (inclusive of 70 covered, 2 x lockup, 3 x disabled and 2 bicycle/motorbikes, 23 open) – (10 points) • 77 parking bays (70 x covered, 2 x lockup, 3 x for people living with disabilities, 2 x bicycles/motorbikes) and 23 open bays – (8 points)	10
10	**Amenities:** • Within 500m walking distance – (5 points) • Within 1km walking distance – (3 points) *Attach a Google map or a map of similar kind indicating proposed offices and a walking distance to the amenities.*	5
	TOTAL	100
	Minimum Threshold	70

ONLY BIDS WHICH SATISFY ALL THE ABOVE ELIGIBILITY AND FUNCTIONAL CRITERIA WILL BE VISITED IN THEIR PREMISES FOR PHYSICAL INSPECTION.

6.4. STEP 3: SITE INSPECTION / PHYSICAL INSPECTION OF THE PREMISES

6.4.1. Only bidders who passed all eligibility and functionality requirements above (Step 1 and 2) will proceed to this phase: the visit for site or physical inspection stage.

6.4.2. A physical site visit will be conducted by the IFISA team for shortlisted bidders only to assess the proposed office premises.

6.4.3. During the inspection visit, the IFISA team will verify that the proposed office space meets the requirements of the bid and aligns with the bidder's written proposal.

6.4.4. The site inspection for each premise shall not exceed a duration of forty-five (45) minutes. Bidders are required to make all necessary arrangements to ensure seamless access for the IFISA team to the premises. This includes securing parking for a maximum of four (4) vehicles in close proximity to the site and arranging adequate security personnel to safeguard the vehicles for the duration of the inspection.

6.4.5. The inspection will focus on the items specified in Table 5 below, which are requirements to be fulfilled during the inspection. A duly authorized representative of the bidder must be present for the entire duration of the inspection. The IFISA team will utilize a standard inspection checklist (based on the information listed in Table 5) to assess and record compliance against each item during the process. The representative of the service provider may be expected to sign at the end of the inspection exercise.

6.4.6. A comprehensive inspection report will subsequently be compiled by IFISA at its offices and will form an integral part of the overall Evaluation Report.

6.4.7. If the availed property is occupied or under refurbishment or construction, the service provider must assure IFISA that it will be available from 01 January 2027 (through a current lease or completion date of the construction period) and would meet all requirements stated in this bid without delay.

6.4.8. A bidder that meets all the requirements mentioned above and listed in Table 5 will then be assessed on the Price and Preference. Failing to substantially meet these requirements will result in a tender being declared nonresponsive.

Table 5: Physical inspection of premises requirements

Documentation	Available / Compliant		Comments
	Yes	No	
10. Physical Infrastructure and Legitimacy:			
✓ **Proof of Existence:** Verifying that the offices operate from a legitimate, physical address rather than acting as a fraudulent "shell" or front company.			
✓ **Property Suitability:** Ensuring the size, layout, and structure of the facility can realistically handle the number of offices and requirements of IFISA, as required by the bid. Office furniture in place or a plan to provide suitable office furniture prior the occupation by IFISA i.e within 7 days after award or prior to signing of contract.			
✓ **Security Measures:** Checking for adequate perimeter wall and fencing, access control, secure storage for sensitive data, and surveillance systems.			
11. Spatial Capacity and Functionality:			

✓ **Actual Floor Space**: Measuring the square metre to ensure it comfortably matches the headcount and workspace requirements outlined in the bid. That is, it is no smaller than **2000** m²			
✓ **Layout and Zoning:** Checking for functional breakdowns of open-plan workspaces, private executive offices, boardrooms, reception areas, foyer and kitchenettes.			
✓ **Ablution Facilities:** Counting the number of toilets to ensure they meet IFISA requirements and building regulations for the expected staff capacity, including designated gender and accessible facilities.			
12. Health, Safety, and Accessibility			
✓ **Fire Safety:** Inspecting unblocked emergency exit routes, illuminated exit signs, serviced fire extinguishers, hose reels, and functional smoke detectors.			
✓ **Building Accessibility:** Verifying compliance with accessibility laws, including ramps, wide doorways, elevators, and dedicated parking bays for people with disabilities.			
✓ **Indoor Environment:** Checking for adequate ventilation, functional HVAC air conditioning systems, sufficient natural or artificial lighting, and building structural integrity			
13. IT Infrastructure and Security			
✓ **Server Rooms:** Inspecting the server environment to ensure it has dedicated cooling systems, fire suppression equipment, and restricted access control.			
✓ **Data and Power Connectivity:** Verifying data trunking, fiber line entry points, network cabling readiness, and sufficient electrical wall outlets.			
✓ **Backup Utilities:** Confirming the presence and operational status of a backup generator or UPS system to handle power outages, as well as emergency water backup reserves			
14. Security and Compliance			
✓ **Access Control:** Evaluating perimeter security, visitor sign-in desks, biometric or metal detectors or x-ray scanners, card access gates, and CCTV surveillance networks.			
✓ **Compliance Documentation:** Reviewing physical copies of the building's Occupation Certificate, electrical compliance certificates, and structural engineering sign-offs			
15. Parking area			
✓ Number of parking bays available vs. required (100)			
✓ Availability of dedicated/reserved bays			
✓ Provision for disabled parking (compliant bays): • Ample parking (incl. 77 covered incl bikes and disabilities); • Locked up space = 2 parking bays • Open parking = 24 bays			

✓ Ease of entry and exit (traffic flow)			
✓ Proximity of parking to main entrance			
✓ Adequacy of turning space for vehicles			
✓ Clearly marked bays and signage			
✓ Surface condition (paved, tarred, potholes, drainage)			
✓ Cleanliness and upkeep			
16. External Environment Inspection			
✓ Lighting levels (especially for early morning/evening use)			
✓ Presence of access control (booms, gates)			
✓ Security personnel or surveillance (CCTV)			
✓ Visibility and passive surveillance (no hidden areas)			
✓ Road access to the premises (main roads, congestion) ✓ Pedestrian access routes, walkways and proximity to amenities and public transport.			
✓ Accessibility for persons with disabilities (ramps, gradients)			
✓ General condition of landscaping (gardens, paving, signage)			
✓ Presence of Electric Vehicle Charging Point (EVCP) / EV Charging Station / EV Charger or a plan to put it. If not on site already, a plan to put it in place within three months after Building occupation by IFISA			
✓ Cleanliness and waste management			
✓ Condition of boundary walls, fencing, and gates			
17. Safety & Security			
✓ Perimeter security (fencing, guards, access points)			
✓ Lighting around the building exterior			
✓ Safety risks (isolated areas, poor visibility zones)			
18. Environmental Factors			
✓ Noise levels (traffic, industrial activity)			
✓ Air quality and surrounding land use			
✓ Flood risks or drainage issues			

6.5. STEP 4: PRICE PROPOSAL

6.5.1. Only bidders who meet and pass Step(s) 3 above will proceed to this phase: the Price Proposal.

6.5.2. Price proposals will be scrutinized to verify the absence of arithmetical errors, omissions, and inconsistencies. Bidders will be notified of all errors or omissions that are identified in the tender offer and either confirm the bid offer as tendered or accept the corrected total of prices.

6.5.3. Bidders are kindly cautioned that the pricing proposal should be submitted in A SEPARATE FOLDER clearly marked “pricing proposal”. The proposal should not be combined with any of the other submissions, including the resource matrix, CVs, project reference list, architectural drawings and other supporting information because these qualitative and other criteria are sought to be assessed independently of the pricing proposal. BIDDERS WHO FAIL TO SUBMIT THEIR PRICING PROPOSAL IN A SEPARATE FOLDER MAY FACE DISQUALIFICATION FROM THE PROCESS.

6.5.4. This assignment will be a fixed-price contract which has included the proposed annual escalation for each year as per Table 6 below. Utilize all non-shaded blocks to insert prices, rates amounts or costs.

6.5.5. The Landlord shall, at its own cost and expense, maintain and keep the leased premises, including all structural components, common areas, fixtures, fittings, utilities infrastructure, and external areas, in good condition and repair throughout the duration of the lease. This obligation includes routine maintenance, necessary repairs, and prompt rectification of any defects to ensure the property remains safe, functional, and compliant with all applicable laws, regulations, and building standards, without causing disruption to the Tenant's use and enjoyment of the premises. Therefore, the price offer should be all-inclusive.

6.5.6. All prices and rates should include associated disbursements and exclude VAT. Bidders must account for discounts, inflation, deposit, connection fees and inflation in their pricing, as no price escalation will be permitted during implementation. All rates agreed with IFISA shall be fixed and final. The Total tendered amount at the bottom shall include 15% VAT (Block N).

6.5.7. Should bidders require any additional information to complete their quotations, all queries must be submitted via email. Responses to such queries will be provided in writing and copies of replies will be circulated to all bidders to ensure fairness and transparency.

6.5.8. The pricing offer will be binding upon acceptance by IFISA. Nonetheless, IFISA reserves the right to negotiate the pricing offer with the preferred bidder.

Table 6: Pricing Proposal

Annexure A: Cost Breakdown							
Proposed m2 Offered	Insert an amount						
Item	Amount	VAT	Total				
Proposed Base Rental Rate per m2	Insert an amount	Vat amount	Insert an amount + VAT				
Proposed Operating Costs per m2	Insert an amount	Vat amount	Insert an amount + VAT				
Basement Parking rate per bay	Insert an amount	Vat amount	Insert an amount + VAT				
Covered Parking Rate per Bay	Insert an amount	Vat amount	Insert an amount + VAT				
Open Parking Rate per Bay	Insert an amount	Vat amount	Insert an amount + VAT				
Proposed Annual Escalation Rate %	Insert an amount						
RENTAL PERIOD	OFFICE SPACE RENTAL** (A)	PARKING (Basement / covered) (B)	PARKING (open parking) (C)	SUB TOTAL (D) A+B+C = D	Add 15% VAT (E) D * 15%= E	TOTAL MONTHLY RENTAL (F) D + E = F	ANNUAL TOTAL (G) F x 12 = G
Year 1: (12 Months) 01/01/2027 to 31/12/2027							

Year 2: **(12 Months)** 01/01/2028 to 31/12/2028							
Year 3: **(12 Months)** 01/01/2029 to 31/12/2029							
Year 4: **(12 Months)** 01/01/2030 to 31/12/2030							
ESTIMATED TOTALS*	H	I	J	K	L	M	N

Note

The rental duration will be for a period of 54 months

****The Office Space Rental must include the Proposed Base Rental, designing of Site and Office Layout, Office Furniture supply, installation, new installations and Proposed Operating Costs and all other requirements that will ensure that the building meets IFISA requirements and specifications.***

***** Estimated Totals exclude variable costs e.g. Rates & Taxes, Water & Electricity, etc.***

6.6. STEP 5: PREFERENCE

6.6.1. Bidders whose prices have been clarified, negotiated, or accepted in accordance with Step 4 above will be evaluated on the 80/20 preference point system. 80 points are allocated for Price, and 20 points for B-BBEE status level.

6.6.2. To qualify for preference points, bidders must submit a valid B-BBEE Certificate issued in accordance with the relevant Sector Codes by a Verification Agency accredited by the South African National Accreditation System (SANAS). The certificate must clearly display the SANAS logo and the required accreditation description. Failure to submit a valid certificate will result in the bidder scoring zero (0) preference points.

6.6.3. In the case of a Joint Venture (JV), a consolidated and valid B-BBEE Certificate prepared specifically for the JV must be submitted. Alternatively, Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) with at least 51% Black ownership may submit a sworn affidavit confirming annual turnover and level of Black ownership, in line with the applicable legislative requirements.

6.6.4. A bidder that meets all the above requirements will then be assessed on Step 6 Objective criteria and risk analysis.

6.7. STEP 6: OBJECTIVE CRITERIA AND RISK ANALYSIS

6.7.1. Bidders whose price and preference points have been calculated and ranked will be subjected to further due diligence to confirm full compliance with all bid requirements and conditions. The due-diligence process will consist of the following actions:

6.7.1.1. In addition to the financial offer and preference evaluation, bidders having the highest ranking / number of points, will additionally be reviewed against the following points, in order to ascertain suitability for award – we reserve the right to clarify any aspects listed hereunder where applicable:

a) if having passed Responsiveness, the bidder will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services;
b) fully compliant and registered with the National Treasury Central Supplier Database;
c) no misrepresentation in the tender information submitted;
d) previous experience of bidder and personnel, academic qualifications, professional registration or any information submitted as part of this bid;
e) the Bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
f) the Bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Bidder's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;
g) all documents submitted as part of this bid.
h) not convicted by a court of law for fraud and corruption; and
i) not removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract.

6.7.2. The decision to award will be based on best commercial offer and value for money principle for DBSA.

7. SUBCONTRACTING

7.1. Where the service provider does not have all the required resources in-house, it may subcontract or form a consortium with other qualified and experienced firms who will be able to fullfil the requirements within the same premises or site. Such arrangements must be clearly defined in the proposal, indicating the resources, items, roles, responsibilities, and reporting lines of all consortium or subcontracted members.

7.2. It is the responsibility of the service provider to select competent subcontractors that possess the expertise or resources or items stipulated in these Terms of Reference;

7.3. The service provider shall be responsible for all due diligence of the selected subcontractors and will be held liable for any non-performance of the subcontractor;

7.4. No separate contract shall be entered into between FISA and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the bidder's submission; and

7.5. The service provider is required to provide documentation (such as BBBEE Certificate/Sworn Affidavit, Valid or Active Tax Compliance Status Pin Issued by SARS, CSD Summary Report, Valid or Active CIDB Certificate etc.) for the relevant subcontractor as a minimum in support of the subcontracting arrangement (in the case of subcontracting of natural person(s) this requirement shall not apply).

7.6. Notwithstanding the above, the service provider shall retain full responsibility for providing the services to the IFISA and any other Banks on the transaction. The service provider shall not subcontract the whole of the services.

8. CONDITIONS OF AWARD

The following award conditions are applicable:

8.1. The preferred bidder will be required to enter into a services agreement with IFISA on such terms as specified at the contracting stage, which will include IFISA's standard terms for similar agreements.

8.2. Once appointed, the service provider will report to the representative of IFISA and may, from time to time, be required to present and submit progress reports within stipulated timeframes. The service provider will be expected to confirm the existence of insurance of the building including the public liability cover for the active duration of the contract.

8.3. The services agreement will provide for the process to be followed for the approval and payment of invoices, and the approval or adoption of deliverables, which will be based on IFISA's management of payment and approval processes for similar services.

8.4. The premises availed by the service provider for IFISA usage shall remain as approved unless permission is granted in writing by IFISA to change premises or part thereof. Such permission will only be granted in exceptional circumstances.

8.5. Intellectual property developed as a consequence of the service provider's work on the assignment will vest in IFISA.

8.6. The services agreement will provide for the protection of confidential information, which will be based on IFISA's standard terms and conditions for similar agreements.

8.7. The costs of preparing proposals and negotiating the contract are not reimbursable;

8.8. IFISA is not obligated to accept any of the proposals submitted and reserves the right to negotiate the price with the preferred bidder;

8.9. The service provider shall be precluded from undertaking any work or providing any services to any bidding consortium or members of such a consortium and/or the private party or to any eventual project that may result, directly or indirectly from these services;

8.10. IFISA will not accept any late bid submissions. Bidders may not contact IFISA or any participant on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any efforts by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, will result in rejection of the bid.

8.11. It is the responsibility of the bidder to ensure that soft copies of documents are provided in formats that are supported by Adobe Acrobat®. All bids, or parts thereof, which cannot be opened will not be evaluated.

8.12. IFISA reserves the right to change any information in, or to issue an addendum to this document before the closing time. IFISA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right. Should IFISA exercise its right to change information, it may seek amended responses from all bidders.

8.13. Joint-ventures are permitted.

8.14. IFISA have the discretion to apply an objective criterion.

8.15. IFISA reserves the right to disqualify a tenderer with unrealistic price offers.

8.16. IFISA reserves the right to negotiate to ensure the value for money principle is not compromised.

8.17. IFISA reserves the right to award the scope in full or part thereof, subject to budget availability.

8.18. In the event of a partial award, IFISA reserves the right for items excluded from the award, to be retendered in a new tender process.

8.19. The bidder is required to price the whole Pricing document for the project and non-adherence is noncompliance, and may result in disqualification.

9. BENEFICIAL OCCUPATION

9.1. Beneficial occupation means a rent-free period provided by the landlord, in order to allow IFISA time to fit-out the office in line with its operational requirements and ready the offices prior to occupying the offices. The period will not be longer than 30 days.

9.2. The premises must be available for beneficial occupation immediately on concluding of the lease agreement to accommodate the duration required for the mobilization, movement of IFISA officials, alterations or renovations, of which the period will be agreed upon between the parties.

10. EXPECTED TERMS OF AGREEMENT AND SPECIFICATION

10.1. The terms and conditions of the lease will be managed through the Lease Agreement to be concluded between IFISA and the successful bidder.

11. CONTRACT MANAGEMENT

11.1. On an ongoing basis, IFISA shall monitor and evaluate the performance against the deliverables outlined in the signed Lease Agreement.

12. ADDITIONS AND AMENDMENTS TO THE RFP

12.1. IFISA reserves the right to change any information in, or to issue any addendum to this RFP before the closing time. IFISA including its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

12.2. Should IFISA exercise its right to change information, it may seek amended responses from all bidders.

13. REPRESENTATIONS

13.1. No representations made by or on behalf of the IFISA in relation to this RFP will be binding on the parties unless that representation is expressly incorporated into the contract ultimately entered between IFISA and the successful bidder.

14. REPORTING AND OVERSIGHT

14.1. The service provider will report to the Acting Head: IFISA or designated official. Oversight will be provided by the Asset Management and Treasury Unit (IFISA).

14.2. Service provider reports may be shared with the Project Steering Committee (PSC) and/or any Statutory body.

15. OTHER

15.1. The successful service provider will enter into an engagement letter with the IFISA with the Services to be provided exclusively to the IFISA and duty of care to IFISA.

15.2. We expressly reserve the unconditional right to reject any proposal and/or accept any proposal in part or in whole.

15.3. The foregoing information is highly confidential and should not be disclosed to anyone.

15.4. Any reference to IFISA in this bid document shall be deemed to include the Development Bank of Southern Africa (DBSA), and all such references shall be interpreted accordingly.

16. CONFIDENTIALITY

16.1. Any confidential information obtained by either party to this contract, or arising from the implementation of this contract, shall be treated as confidential by the party receiving it and shall not be used, divulged or permitted to be divulged to any person not being a party to this contract, without the prior written consent of the other party.

Fees and Assumptions

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

FORM OF OFFER

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following services:

RFP125/2026 APPOINTMENT OF A PROPERTY OWNER/MANDATED PROPERTY MANAGEMENT COMPANY TO PROVIDE LEASED OFFICE SPACE TO HOUSE IFISA FOR A PERIOD OF FOUR (4) YEARS.

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the consultant under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS

....

.... (in words); ZAR .... (in figures),

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the consultant in the Conditions of Contract identified in the Contract Data.

Signature(s)	____________________	____________________
Name(s)	____________________	____________________
Capacity	____________________	____________________
For the *Tenderer*	____________________ **(Name and address of organisation)**	
Name and signature of witness	____________________	**Date** ________________

Annexure A

Price proposal

(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

16.1.1. Only bidders who meet and pass Step(s) 3 above will proceed to this phase: the Price Proposal.

16.1.2. Price proposals will be scrutinized to verify the absence of arithmetical errors, omissions, and inconsistencies. Bidders will be notified of all errors or omissions that are identified in the tender offer and either confirm the bid offer as tendered or accept the corrected total of prices.

16.1.3. Bidders are kindly cautioned that the pricing proposal should be submitted in A SEPARATE FOLDER clearly marked “pricing proposal”. The proposal should not be combined with any of the other submissions, including the resource matrix, CVs, project reference list, architectural drawings and other supporting information because these qualitative and other criteria are sought to be assessed independently of the pricing proposal. BIDDERS WHO FAIL TO SUBMIT THEIR PRICING PROPOSAL IN A SEPARATE FOLDER MAY FACE DISQUALIFICATION FROM THE PROCESS.

16.1.4. This assignment will be a fixed-price contract which has included the proposed annual escalation for each year as per Table 6 below. Utilize all non-shaded blocks to insert prices, rates amounts or costs.

16.1.5. The Landlord shall, at its own cost and expense, maintain and keep the leased premises, including all structural components, common areas, fixtures, fittings, utilities infrastructure, and external areas, in good condition and repair throughout the duration of the lease. This obligation includes routine maintenance, necessary repairs, and prompt rectification of any defects to ensure the property remains safe, functional, and compliant with all applicable laws, regulations, and building standards, without causing disruption to the Tenant’s use and enjoyment of the premises. Therefore, the price offer should be all-inclusive.

16.1.6. All prices and rates should include associated disbursements and exclude VAT. Bidders must account for discounts, inflation, deposit, connection fees and inflation in their pricing, as no price escalation will be permitted during implementation. All rates agreed with IFISA shall be fixed and final. The Total tendered amount at the bottom shall include 15% VAT (Block N).

16.1.7. Should bidders require any additional information to complete their quotations, all queries must be submitted via email. Responses to such queries will be provided in writing and copies of replies will be circulated to all bidders to ensure fairness and transparency.

16.1.8. The pricing offer will be binding upon acceptance by IFISA. Nonetheless, IFISA reserves the right to negotiate the pricing offer with the preferred bidder.

Table 6: Pricing Proposal

Annexure A: Cost Breakdown							
Proposed m2 Offered	Insert an amount						
Item	Amount	VAT	Total				
Proposed Base Rental Rate per m2	Insert an amount	Vat amount	Insert an amount + VAT				
Proposed Operating Costs per m2	Insert an amount	Vat amount	Insert an amount + VAT				
Basement Parking rate per bay	Insert an amount	Vat amount	Insert an amount + VAT				
Covered Parking Rate per Bay	Insert an amount	Vat amount	Insert an amount + VAT				
Open Parking Rate per Bay	Insert an amount	Vat amount	Insert an amount + VAT				
Proposed Annual Escalation Rate %	Insert an amount						
RENTAL PERIOD	OFFICE SPACE RENTAL** (A)	PARKING (Basement / covered) (B)	PARKING (open parking) (C)	SUB TOTAL (D) A+B+C = D	Add 15% VAT (E) D * 15%= E	TOTAL MONTHLY RENTAL (F) D + E = F	ANNUAL TOTAL (G) F x 12 = G
Year 1: (12 Months) 01/01/2027 to 31/12/2027							
Year 2: **(12 Months)** 01/01/2028 to 31/12/2028							

Year 3: **(12 Months)** 01/01/2029 to 31/12/2029							
Year 4: **(12 Months)** 01/01/2030 to 31/12/2030							
ESTIMATED TOTALS*	H	I	J	K	L	M	N

Note
**** The rental duration will be for a period of 54 months***
*****The Office Space Rental must include the Proposed Base Rental, designing of Site and Office Layout, Office Furniture supply, installation, new installations and Proposed Operating Costs and all other requirements that will ensure that the building meets IFISA requirements and specifications.***
****** Estimated Totals exclude variable costs e.g. Rates & Taxes, Water & Electricity, etc.***

APPENDIX A: STANDARD CV TEMPLATE

CV Template		
Proposed resource Information		
Proposed Position as per the TOR		
Name of the Firm		
Date of Employment		
Name of the staff member		
Date of birth		
Nationality		
Professional registration category **(CA / CFA/ FRM, etc)**		**Pr Number:**

Education		
Date Obtained	**Institution**	**Degrees Obtained and National Qualification Level**

Experience				
Employment **History Date** **i.e.** **(Jan 2000 – Dec 2015)**	**Position** **Held**	**Company Name**	**Detail description in** **line** **with the criteria**	**Sector** **Experience**

Project list template for projects (with demonstrable experience in fields listed in Table 3)

Key Projects Undertaken 1	
Name of the Assignment/Project	
Period	
Location	
Client	

Contact details (email and phone numbers)	
Sector	
Main Project features	
Positions Held	
Project Value in ZAR	
Activities Performed	
Key Projects Undertaken 2	
Name of the Assignment / Project	
Period	
Location	
Client	
Contact details (email and phone numbers)	
Sector	
Main Project features	
Positions Held	
Project Value in ZAR	
Activities Performed	
Key Projects Undertaken 3	
Name of the Assignment / Project	
Period	
Location	
Client	
Contact details (email and phone numbers)	
Sector	
Main Project features	
Positions Held	

Project Value in ZAR	
Activities Performed	
Key Projects Undertaken 4	
Name of the Assignment / Project	
Period	
Location	
Client	
Contact details (email and phone numbers)	
Sector	
Main Project features	
Positions Held	
Project Value in ZAR	
Activities Performed	
Key Projects Undertaken 5	
Name of the Assignment / Project	
Period	
Location	
Client	
Contact details (email and phone numbers)	
Sector	
Main Project features	
Positions Held	
Project Value in ZAR	
Activities Performed	

Enclosure: Copies of certificates of academic qualifications and Certificate of Professional registration. Copies of qualifications along with detailed CV of personnel. For registration certificates, provide a registration number or full names written in the certificate, the Pr. Registration status will then be verified online during the Evaluation process through the relevant Professional body online search system. Foreign Qualifications should preferably be accompanied by SAQA verification.

The bidder is required to replicate this template in full to ensure that all requested information is comprehensively and accurately provided.

APPENDIX B: COMPANY EXPERIENCE TEMPLATE
WORK EXPERIENCE OF A BIDDER (COMPANY) (THIS IS A GUIDE)

i. **Provide at least 3 (three) reference letters of leases that are not more than 20 (twenty) years old which confirm that the bidder has provided a commercial leasing service. IFISA reserves the right to verify the authenticity of leases/references provided by the bidder.**
ii. Utilise the information on ***Table Appendix B*** below.

Appendix B

TENANT NAME (NAME AND TEL No.)	ADDRESS OF PROPERTY AND NATURE OF USAGE	CONTRACT AMOUNT	START DATE	COMPLETION DATE
	Project 1			
	Project 2			
	Project 3			
	Project 4			
	Project 5			

The bidder is required to reproduce this template to ensure that all required information is comprehensively addressed. Tenderers may, however, use their own templates, provided that all the information specified above is fully included. Attach a Reference letter for each project completed

ANNEXURE C.

Building Details

1. **Size of Offered Space (GLA m2) Building Name and Floor Number**

Size:____
Building Name:______________________________________
Floor Number:______________________________________

2. Location of Building

Item	Description of particulars required	
1.	Street address	
2.	GPS coordinates	
3.	Google Maps satellite print out clearly identifying the building	**Attach to this Annexure**

4.	Stand/ERF number	

3. Number of Parking bays in the different categories

Item	Description of particulars required	Number
1.	Covered Parking Bays	
2.	Open / Uncovered Parking Bays	
3.	Covered parking bays for persons with disabilities, close to office entrance / complex entrance	
4.	Covered bays for motorcycles	

Signed BY

________________________ ____________________

Bidder's representative Date

Annexure B

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise, employed by the state?**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

SBD 4

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
…………………………………………………………………………………………
…………………………………………………………………………………………

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any

interest in any other related enterprise whether or not they are bidding for this contract?**YES/NO**

2.3.1 If so, furnish particulars:
…………………………………………………………………………….
…………………………………………………………………………….

3 DECLARATION

I, the undersigned, (name)………………………………………………………………… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

was not involved in the drafting of the specifications or terms of reference for this bid.

SBD 4

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………… ..……………………………………………
Signature Date

……………………………… ………………………………………………
Position Name of bidder

Annexure C

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals (namely, BBBEE status level of contributor).

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (BBBEE)	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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		

(Note: Bidders are required to submit their BBBEE certificates or sworn affidavits (in the case of EMEs/QSEs) in order to be eligible to claim points)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: ……………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

…………………………………….
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….
DATE:…………………………………………………….

ADDRESS:…………………………………………………….

…………………………………………………….

…………………………………………………….
…………………………………………………….

RESTRICTED SUPPLIERS

1 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	**Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?** (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

Annexure F

Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation

Annexure G

Certified copies of latest share certificates, in case of a company.

Annexure H

(if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.

Annexure I

Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

Annexure J

[General Conditions of Contract]

PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.

PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.

NOTE: All Bidders are required to confirm ***(Tick applicable box***) below:

Item	YES	NO
Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?		

Annexure K

Tax Compliant Status and CSD Registration Requirements

AII PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E FILING PRIOR TO APPOINTMENT/AWARD OF THE BID.

REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A BIDDER TO BE APPOINTED, TO CONDUCT BUSINESS WITH THE DBSA. THE ONUS IS ON THE SUCCESSFUL BIDDER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE BID.

CSD Registration Number:

The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490