

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	<b>PROVISION FOR OFFICE SPACE RENTAL FOR GRABOUW OFFICE</b>		
<b>RFQ Number:</b>	<b>RFQ/LEASE/GRABOUW/2023/06</b>		
<b>Opening Date:</b>	<b>03 November 2023</b>		
<b>Closing Date:</b>	<b>16 November 2023</b>	<b>Time:</b>	<b>16h00</b>
<b>Contact Person:</b>	<b>Portia Jonginyanga</b>	<b>Email:</b>	<b>PortiaJ@ppecb.com</b>
<b>Bid Validity Period</b>	<b>60 Days</b>		

### 1. PROJECT PURPOSE

The PPECB invite Bidders to submit proposals for the provision of office space rental for PPECB Grabouw office for a period of three (3) years with an option to renew for 2 years in the Grabouw region. The offered office space building must be ready for occupation as of 01 March 2024, and compliant to the PPECB requirements and other building compliance as may be required by law.

### 2. SPECIFICATION

#### Building Requirements

The PPECB requires office accommodation for approximately 35 permanent employees and +- 11 temporal employees in the Grabouw region or within a radius of the surrounding areas. The building proposal needs to meet the following minimum requirements:

<b>Item No.</b>	<b>Description</b>	<b>Specification</b>
1.	Office Size	Gross Rentable Office Area between ...120 – 160 sqm.
2.	Property Information	<p>Proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> <li>• Preferable A/B Grade Building (as per SAPOA Specification), Grade P will be considered</li> <li>• Physical address of the building, stand number</li> <li>• Details of all partners to the offer (Details of all parties to the transaction of the office rental of the building e.g., name and details of owner, name, and details of estate agents)</li> <li>• Detailed rental option</li> <li>• Number of offices: Open plan with min 3 or more closed office and air conditioned</li> <li>• Boardroom to accommodate minimum of 8 people.</li> <li>• Kitchen area: With built-in cupboards and sink</li> <li>• Reception area: Provide for customer waiting area for approximately 3 or more people, water dispenser, PPECB marketing material and decorative materials.</li> <li>• 1 x Storeroom and air-conditioned</li> <li>• The building must be air-conditioned and have floor covering</li> <li>• Building layout drawings/ plans in CAD format</li> <li>• Building insurance information (provide proof of building insurance)</li> </ul>

		<ul style="list-style-type: none"> <li>• Confirm the number of tenants occupying the building</li> <li>• The building is zoned business 3</li> <li>• The building is in a secure area</li> <li>• If there is more than 1 floor level – confirmation of elevators for people as well as a goods lift.</li> <li>• Confirm disability access to the building</li> <li>• Accessibility to public transport - easy access to public transport within 500m</li> <li>• A list of amenities within walking distance of the building</li> </ul>
3.	Security	<p>Proposal should clearly outline the provision of security and control of the building:</p> <p>Access control measures into the building (if any)</p> <p>Armed Response Alarm System (if any)</p>
4.	Parking Facilities	<p>Proposal should have a detailed layout of the secured parking area.</p> <p>A minimum of 8 on-site parking bays or sufficient space on the property to cater for the number of parking bays required.</p>
5.	Building Compliance	<p>The following certification of compliance must be in place and submitted with the response to this tender:</p> <p>Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted (Type of zoning - "Business 3")</p> <p>Compliance Certificates to be submitted:</p> <ul style="list-style-type: none"> <li>• Fire Compliance Certificate</li> <li>• Gas Compliance Certificate (if applicable)</li> <li>• HVAC Compliance Certificate (if applicable)</li> <li>• Electrical Compliance Certificate</li> <li>• Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid)</li> <li>• Green building star rating (if applicable)</li> <li>• Lift/ Elevator Certificate (if applicable)</li> <li>• Municipal approved building plans</li> </ul>
6.	Ablutions for Male and Females	<p>The bidder shall provide fully functional ablution facilities that meet the OHS Act requirements.</p> <p>Bidders to declare if ablutions facilities are shared by multiple companies, the landlord is to provide cleaning services.</p>
7.	Technology and Communication	<p>Power supply to be connected and distributed through the building. Provision to be made for telecommunication lines within the building.</p> <p>Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room with air conditioning)</p> <p>*No analogue connection being utilised for communications</p>
8.	Health & Safety	<ul style="list-style-type: none"> <li>• Evacuation plan and assembly points</li> <li>• Health and safety Manager/Officer contact details</li> <li>• Fire control measures in place</li> <li>• Assembly points are clearly marked and noted on evacuation plan</li> <li>• High risk areas to be pointed out by the Landlord, and mitigation plan to be shared</li> </ul>
9.	Maintenance	<p>Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.)</p> <ul style="list-style-type: none"> <li>• The office premises (interior and exterior) to be fully serviced and maintained by the Landlord.</li> </ul>

		<ul style="list-style-type: none"> <li>Turn-around time to be clearly stated on maintenance and repair work by the Landlord; PPECB reserves the right to negotiate the turnaround times should it not be satisfactory.</li> </ul>
10.	Building Support Services	<p>Services must be available on occupation:</p> <ul style="list-style-type: none"> <li>Water</li> <li>Electricity</li> <li>Sanitation, Pest control, and Refuse removal service</li> <li>Facility to accommodate removal of waste</li> <li>Service records aircons, lifts, and fire equipment</li> <li>Electrical Certificate of Compliance to be shared prior to occupation</li> <li>Copy of Occupation Certificate</li> <li>Generator / Backup power for the premises</li> </ul>
11.	Date of occupation by tenant	01 March 2024

### 3. TERMS AND CONDITIONS OF BID

#### 3.1 Bid Submission

All quotations must be submitted to the email address and instruction as stipulated in the SBD1 or in the following method:

Via email to [PortiaJ@ppecb.com](mailto:PortiaJ@ppecb.com)

This submission must contain all information and documentation relating to the **RFQ/LEASE/GRABOUW/2023/06**

#### 3.2 Closing Date.

- 3.2.1 Bids must be emailed by the stipulated date and time to the correct email address. Late bids will not be accepted for consideration.
- 3.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

#### 3.3 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

#### 3.4 Bid Validity Period

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

#### 3.5 CSD Registration

- 3.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 3.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 3.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

### **3.6 Acknowledgement and Acceptance**

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

### **3.7 Insurance.**

3.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

### **3.8 Response Preparation Cost and Ongoing Engagement**

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

### **3.9 Reservations**

3.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.

3.9.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.

3.9.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:

- Accept a Quotation other than the lowest priced quotation.
- Refuse to consider any Quotation not conforming with the requirements of this RFQ;
- Ask any Service Provider to supply further information after the closing date;
- Cancel this RFQ or any part thereof at any time.
- Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
- Not to award the quotation at all.

### **3.10 Data Protection**

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

### **3.11 News and press releases**

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

### **3.12 Disclaimer**

3.12.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.

3.12.2 By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.

3.12.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

### 3.13 General Terms and Conditions

3.13.1 The attached terms and conditions must be signed and send back with the RFQ response.

## 4. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid BEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

## 5. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

### 5.1 Stage 1 – Compliance Evaluation

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 4**. Bidders must ensure that they complete and sign returnable documents.

Any Bidder who fails to meet the Compliance Evaluation criteria may be disqualified and not be considered for further evaluation.

### 5.2 Mandatory Functional/Technical Evaluation Criterion

No.	Mandatory Criterion	Functional/Technical Evaluation	Comply	Comments / X-Ref in Proposal
1.	Office building minimum of 120-160 sqm	<input type="checkbox"/> YES <input type="checkbox"/> No		
2.	The office building to be in Grabouw	<input type="checkbox"/> YES <input type="checkbox"/> No		
3.	Municipal approved building plans	<input type="checkbox"/> YES <input type="checkbox"/> No		

### 5.3 Stage 2 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

#### ***Weighted Functional Criteria***

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

No.	CRITERIA	Maximum Points
	<b>Required documents:</b>	<b>25</b>
<b>1</b>	Proof of ownership of the building submitted in the proposal, such as Title Deed and/or Proof of being the mandated agent to sell the building submitted in the proposal - <b>5 points</b>  - A copy of the signed agreement between the Property Owner and Agent is sufficient or letter specifying the above. - <b>5 points</b>	10
<b>2</b>	Provide Copy of Occupancy certificate - <b>5 points</b>	5
<b>3</b>	Copy of Comprehensive Insurance cover (letter from the insurer detailing the building covered and amount of cover as per risk type will be acceptable if a policy cannot be provided). - <b>5 points</b>	5
<b>4</b>	Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted type of zoning • Business 3 - (5 points)	5
		<b>Maximum Points</b>
	<b>Technical Requirements:</b>	<b>50</b>
<b>1</b>	<b>Office:</b>  3 or more offices – <b>10 points</b> 2-1 office – <b>5 points</b> No office space – <b>0 Point</b>	10
<b>2</b>	<b>Boardroom:</b>  -Accommodates 8 people – <b>10 points</b> -Accommodates 7-5 and less people- <b>5 Points</b> -Accommodates less than 5 people- <b>0</b>	10
<b>3</b>	<b>Reception area:</b>  - Waiting area of 3 or more people- <b>5 point</b> - No waiting area - <b>0 point</b>	5
<b>4</b>	<b>Storeroom:</b>  -1 Storeroom – <b>10 Points</b> -no storeroom = <b>0 points</b>	10
<b>5</b>	<b>Please provide the following Building Information:</b>  - Physical address of building - <b>5 points</b> - Stand number / Erf number of the building - <b>5 points</b> - Details of all parties to the transaction of the lease of the building e.g., name and details of owner, name and details of estate agent - <b>5 points</b>	15
	<b>Compliance Certification and Building Features: Technical Requirements:</b>	<b>15</b>
<b>1</b>	<b>The following Compliance Documents are to be submitted as part of the Bid</b>  - Fire Compliance Certificate - <b>5 points</b> - Plumbing Compliance Certificate - <b>5 points</b> - Electrical Compliance Certificate - <b>5 points</b>	15
	<b>Technical Requirements</b>	<b>55</b>

1	<b>Provide letter of confirmation:</b>  - Power supply and type of power equivalent to 3 phase to the building - <b>5 points</b> - Power supply to be connected and distributed through the building = <b>5 points</b> - WAN fibre broadband connections/ wireless connectivity (roof top access) = <b>5 points</b> - Dedicated secured server room with air conditioner and lockable- <b>10 points</b> - Server room with no air conditioner – <b>5 points</b> - Fibre Optic links to the building - <b>5 points</b>	35
2	<b>Confirmation of security or access control to the premises and building</b>  - Provide Letter of confirmation of security company – <b>5 points</b> - Indicate how access is controlled in the premises and building – <b>5 points</b>	10
3	<b>Provide letter of confirmation with regards to elevators in multi-level building</b>  - Not a multi-level building - <b>10 points</b>  Multi-level building must have a Lift. - Lift for people - <b>5 points</b> - Lift for Goods - <b>5 points</b> - Multi-level building with No lifts - <b>0 points</b>	10
<b>Technical Requirements:</b>		<b>80</b>
1	<b>Provide letter of confirmation regarding ablution facilities</b>  -Confirmation of ablution facilities per floor as well as an ablution facility with disability access - <b>10 points</b> -Ablution facilities but none with disability access - <b>5 points</b>	10
3	<b>Provide letter of confirmation confirming the following:</b>  - Within 500m of public transport facility - <b>10 Points</b> - Within 800m of public transport - <b>6 points</b> - Within 1km of public transport - <b>4 points</b> - Outside1km of public transport - <b>0 Point</b>	10
4	<b>Provide letter of confirmation confirming parking availability</b>  - 8 or more secured parking bays for personnel - <b>10 Points</b> - 5-7 parking bays for personnel - <b>5 Points</b> - Less than 5 parking bays for personnel - <b>0 point</b>	10
5	<b>Provide letter of confirmation confirming a list of amenities within walking distance - <b>10 points</b></b>	10
6	<b>Maintenance:</b>  Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.)  -Submission of a clearly defined maintenance plan including model/approach - <b>10 points</b> - No evidence of a maintenance plan = <b>0 points</b>	10
7	<b>Backup power</b>  Please specify the backup power initiatives and installations in the building - <b>10 points</b>	10
8	<b>Payment terms</b>  - 30 Days payment term = <b>10 points</b>	10

9	<b>Date of occupation</b>  01 March 2024	10
	<b>Total points:</b>	225

#### **Functional Threshold**

The minimum functional threshold is 180 Points. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following building evaluation:

#### **5.4 Stage 3 - Site Visit / Building Evaluation**

Criteria	YES	NO
<b>Building condition:</b> The building must be in a good and safe condition; it must not be old and dilapidated.  The PPECB will conduct a site visit to the proposed building to determine suitability in terms of:  1. Location of the building  <b>2. Building security:</b> <ul style="list-style-type: none"> <li>• Access control</li> <li>• CCTV Cameras</li> <li>• Burglar bars/Security gate</li> <li>• Armed response</li> </ul> 3. Accessibility  4. General condition of the building  5. To be in line with PPECB corporate image  * Should the building be deemed unsuitable based on listed criteria above the bid will not progress to the next phase of evaluation.		

#### **5.5 POINTS AWARDED FOR SPECIFIC GOALS**

- 3.1. 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:
- 3.2. 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 the 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.)*

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 10</b> % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 5</b> % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 5</b> EME = 5 QSE = 5 Enterprises with turnover above R50m = 1	
<b>Total Specific Goals</b>			<b>20</b>	

## 5.6 Stage 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 5.6.1 The risk of fruitless and wasteful expenditure to the PPECB;
- 5.6.2 The risk of an abnormally low bid;
- 5.6.3 The risk of a material irregularity;
- 5.6.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5.6.5 The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

## 6. SPECIFICATION APPROVAL



Specification Expert: ..... Date: .....01 November 2023.....

Executive:  ..... Date: 01/11/2023

## 7. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.  
RFQ No:[.....] **for the entire PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

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

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

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

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

I confirm that I have read and accepts each page of this RFQ.

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

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

WITNESSES:

1 .....

2 .....