

## TERMS OF REFERENCE

### BID FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMMODATION FOR A PERIOD OF FIVE (5) YEARS IN RESPECT OF THE GAUTENG ENTERPRISE PROPELLER (GEP), EKURHULENI REGIONAL OFFICE.

#### 1. PURPOSE

The purpose of this bid is to appoint a suitable independent service provider for the provision of office accommodation for a period of **five (5) years** in respect of the GEP Ekurhuleni Regional Office.

#### 2. BACKGROUND

The Gauteng Enterprise Propeller (GEP) is a Provincial Government Agency established in terms of the Gauteng Enterprise Propeller Act (No. 5 of 2005), under the guide of the Gauteng Department of Economic Development (GDED) to ensure the development of “Sustainable SMMEs and co-operatives propelled into the mainstream economy of Gauteng.” To achieve this, the GEP has set the following vision for the new five-year term that lies ahead: “Propelling entrepreneurs into sustainable enterprises that contribute meaningfully to inclusive economic growth and job creation.”

It is against this background that GEP seeks to appoint an experienced service provider to assist in identifying prime sites in Gauteng, Ekurhuleni Region.

#### 3. ADMINISTRATIVE REQUIREMENTS

The following are requirements for potential service providers to be considered:

- Proof of registration with the National Treasury Central Supplier Database (CSD).
- Company registration documents as issued by the CIPC.
- Certified copies of the ID of the company directors.
- Company profile.
- Proof that tax matters with SARS are in order (e.g., SARS PIN number/ Tax clearance certificate).

#### 4. SCOPE OF THE PROJECT/SERVICES

##### JOHANNESBURG OFFICE

7<sup>th</sup> Floor, 124 Main Street,  
Johannesburg, 2107  
Telephone: 011 085 2002  
Fax: 011 834 6702

##### EKURHULENI OFFICE

Ground Floor,  
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Germiston, 1400  
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Fax: 011 827 2886

##### SEDIBENG OFFICE

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Telephone: 016 910 1200  
Fax: 016 910 1216

##### WEST RAND OFFICE

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Telephone: 011 950 9870  
Fax: 011 950 9886

##### TSHWANE OFFICE

1<sup>st</sup> Floor, Block G,  
333 Grosvenor Street,  
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Telephone: 012 430 2359  
Fax: 012 323 4205

**HEAD OFFICE** 6<sup>th</sup> Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: [www.gep.co.za](http://www.gep.co.za)

##### BOARD

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The Service Provider is required to have a full understanding of the Property Industry and the applicable legislation, particularly the Property Practitioner Act No. 22 of 2019, therefore providing the best suited advice as per GEP requirements stipulated below in Section 5. Building Classification (G1) must be stipulated as per the area and must be in line with the National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977), as amended (SANS 10400). Office premises must comply with the Occupational Health and Safety Act No. 85 of 1993 as amended (OHSA).

## 5. SUMMARY OF SPECIFICATIONS

GEP requires office accommodation for its Ekurhuleni Regional Office.

5.1. The office accommodation required must be within the City of Ekurhuleni, central to service all areas in and around the City of Ekurhuleni Metropolitan area.

5.2. The acquired office accommodation should:

- Allow relatively quick and easy access to the offices by both staff members and GEP clients,
- Be close to public transport interchange facilities such as taxi ranks, train stations and/or bus terminals and other amenities.
- Be in the office park or, or near other office buildings – must not be a stand-alone, isolated building.
- Only office accommodation space in **Germiston/Benoni/Boksburg** areas will be considered.
- Be conducive to professional work environment.
- Free from traffic congestion and noise.
- A Multi-Tenant building must be aligned to GEP mandate and vision.
- The surroundings of the building must be relatively safe and secured.

5.3. The office space acquired must be a minimum of 500sqm.

5.4. The characteristics of the premises must be able to cater for the following:

- Reception area.

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- Waiting room area 20sqm
- Regional Manager Office 25sqm
- PA's Office 16sqm.
- Filing storeroom 20sqm
- Stationery storeroom 16sqm
- Consulting rooms 16sqm \*2
- 30-seater training room
- 12-seater boardroom.,
- Printing area
- Server room 10sqm:
  - Server room should have a secure entry with an access control system with magnetic locks. To monitor and authorise access, the access control system should have a biometric fingerprint reader.
  - Server room should have an air-conditioner and fire suppression (i.e. fire extinguisher or equivalent)
  - The building should have a UPS (Uninterrupted Power Supply) that the GEP servers will be connected to
  - 2 U server rack to accommodate a standard server
  - The server room should have a minimum of CAT 6 cabling for network connectivity
- BA/IO offices 9sqm\*5
- Office assistants 16sqm open area.
- 8-seater pause area room (This area should be enclosed, this will encourage personnel to take breaks away from computers to avoid spilling liquids on electronics and documents)
- Kitchen 15sqm
- 10 parking bays (1 should be for PWD) **onsite**.
- Building should cater for people with disabilities.

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- 5.6. Building should preferably be on the ground floor. If the building is not flat/ground floor structure, the building should have stairs and lifts.
- 5.7. Building should accommodate (PWD) people with disabilities and be PWD friendly.
- 5.8. The building should comply with all laws, regulations and bylaws including Health and Safety compliance.
- 5.9. The building must allow for the display of GEP branding, internally and signage board externally.
- 5.10. The building must have telephone and computer network points and a power supply system for back up during loadshedding.
- 5.11. The building must allow for both artificial and natural ventilation.
- 5.12. **Tenant Installation:** the bidder proposal must include the following documents:
  - Floor plans of the building or space being offered,
  - Commitment letter to refurbish the building as per the tenants' specifications,
  - Partitioning as per GEP's specifications where the office is open plan or reconfiguration is required,
  - Air conditioning, preferably split units,
  - Painting with corporate colours,
  - Floor covering with corporate colours,
  - Power skirtings with two power plugs per workstation,
  - Network and telephone points,

**Documents will be requested from service providers who have met the functionality requirement and will be required to respond within 10 working days to submit the above required information**

## 6. SPECIAL CONDITIONS

Where the building offered is already fitted with the security surveillance cameras, GEP must be provided with access to footage upon request.

## 7. PROPOSED TIMELINES

The identified office accommodation must be ready for occupation by the 1st November 2024.

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## 8. EVALUATION CRITERIA

The bid will be evaluated and adjudicated in terms of the Public Finance Management Act (Act No. 1 of 1999), Preferential Procurement Policy Framework, Act no 5 of 2000, and Preferential Procurement Regulations 2022.

### 7.1. Compulsory Requirements:

Failure to submit all compulsory requirements will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered further.

Requirement	Proof of Evidence
<ul style="list-style-type: none"> <li>The building must be zoned by local authority for office, business, or commercial purposes. The bidder must provide GEP with the zoning certificate</li> </ul>	Copy of Municipal Zoning certificate
<ul style="list-style-type: none"> <li>Property Information Details: Service providers must submit a proposal clearly detailing all aspects with regards to the building including physical address, property size, building layout, amenities, etc.</li> </ul>	Title deed or property disclosure form
<ul style="list-style-type: none"> <li>Electrical Certificate of Compliance (CoC)</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Plumbing Certificate of Compliance</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Gas Certificate of Conformity (where applicable)</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Fire Equipment Certificate</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Lift Inspection Certificate (building with lifts)</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Air Conditioning and Refrigeration Certification</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Occupational Health and Safety Certification</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Solar PV Installation Certificate (buildings with solar installation)</li> </ul>	Valid certificate
<ul style="list-style-type: none"> <li>Waterproofing Certificate</li> </ul>	Valid certificate

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## 7.2 Technical / Functionality Evaluation:

Functionality Criteria	Description	Weightings
<b>Reference letters or Lease agreements– Provision of Office Accommodation Services: 15 points</b> Reference letters or Lease agreements issued by the Bidders' previous clients/portfolio for similar service rendered must include: <ul style="list-style-type: none"> <li>Company's letterhead</li> <li>Contact person</li> <li>Contactable telephone numbers</li> <li>Letters/Leases must be dated</li> <li>Letters/Leases must be signed</li> </ul> NB: Lease agreements must provide details of the client as well as the contact details, fees and completely signed by both parties	5 or more references of similar completed project = 15 points	<b>15 points</b>
	4 references of similar completed project = 10 points	
	3 reference of similar completed project = 6 points	
	2 references of similar completed project = 4 points	
	1 references of similar completed project = 2 points	
	No reference provided = 0 points	
<b>Project manager Technical Experience: 15 points</b> Service provider to provide detailed CV of the nominated personnel who will be managing the project. The CV must detail dates regarding movement from one project to another. NB: some projects may overlap <b>NB: Service providers to utilize the attached CV template.</b>	10 years and more experience = 15 points	<b>15 points</b>
	6 - 10 years' experience = 10 points	
	1-5 years' experience = 5 points	
	0 years' experience = 0 points	
<b>Provision of Maintenance = 10 points</b> Proposals should include a clearly defined maintenance plan and maintenance log	Submission of a clearly defined maintenance plan including model/approach = 10 points	<b>10 points</b>

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methodology, setting out the landlord's responsibility around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-today maintenance of the building, geyser, pest control, etc.). This should include maintenance and service delivery model or approach.	Maintenance plan is partially complete = 5 points	
	No evidence of a maintenance plan = 0 points	
<b>Total Points</b>		<b>40 points</b>

All bidders who score 24 points or more of the above 40 points will be shortlisted for site visits.

#### SITE EVALUATION CRITERIA:

Functionality Criteria	Description	Weightings
<b>Accessibility and visibility = 15 points</b>  Please provide evidence: (Commitment letter on the company letterhead)	The main entrance to and exit from the premises, unimpeded on the main street = 15 points	<b>15 points</b>
	The entrance to the premises is on the main street with an unimpeded exit to an alternate main street = 10 points	
	Entrance to and exit from the premises on a side street or an alleyway = 4 points	
	Entrance to and exit from the premises through a backstreet = 0 points	
<b>Access to Public Transport- 20 points</b>  • Please provide evidence: (Commitment letter on the company	Below 1.1km walking distance from public transport services = 20	<b>20 points</b>
	From 1.1km to 1.5km walking distance of public transport services = 15 points	
	Above 1.5km to 2km walking distance of public transport services = 10 points	

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letterhead indicating kilometers from the building to the nearest public transportation facilities) • Please ensure that the public transport details are readily available at the site inspection. i.e., names and routes	More than 2 kilometers walking distance of public transport = 0 points	
<b>Access to Public Parking Facilities – 15 points</b>  Please provide evidence: (Commitment letter on the company letterhead indicating meters from the building public parking facility) • Please ensure that the public parking facilities are readily available at the site inspection.	Within 200 - 400 meters of public parking facilities = 15 points	<b>15 points</b>
	Above 400 - 500 meters from public parking facilities = 10 points	
	Above 500 - 600 meters from public parking facilities = 4 points	
	More than 600 meters from public parking facilities = 0 points	
<b>The readiness of the Building: 10 points</b>  Please provide evidence: <ul style="list-style-type: none"> <li>Commitment letter on the company letterhead indicating the building's state of readiness,</li> <li>A detailed project plan showing path from preparation to occupation</li> </ul>	Commitment letter and Project Plan = 10 points	<b>10 points</b>
	Commitment letter OR Project plan = 5 points	
	No Commitment letter OR Project Plan = 0 points	
<b>Total Points</b>		<b>60 points</b>

**All Bidders who score LESS than (70 points out of 100 points) on functionality including site visit will not be considered for further evaluation on Price and Preference points**

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## 9. FINANCIAL PROPOSAL OVERVIEW

All Bidders who score 70 points and more out of 100 points on functionality including site visit above will be evaluated further in terms of the 80/20 preference points system

Item	Cost in Rands over 5 Years				
Price Component	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Building	Monthly cost	Monthly cost	Monthly cost	Monthly cost	Monthly cost
<b>Total Cost (Annual)</b>	R	R	R	R	R
<b>Grand Total</b>					R

**Pricing**(Attach separate price schedule stating all pricing information including rental rates, parking costs, escalation fees and operational costs)

**Escalation:** All prices must be VAT inclusive (VAT registered service providers) and must be quoted in South African Rands (ZAR) provide pricing schedule and ceiling price on SBD 3. Any escalation must be clearly indicated without hidden costs

## ENQUIRIES

Enquiries can be directed to Ms. Innocentia Sekete [isekete@gep.co.za](mailto:isekete@gep.co.za) or Ms. Phumlile Tshiredo at [ptshiredo@gep.co.za](mailto:ptshiredo@gep.co.za)

## BRIEFING SESSION: NON-COMPULSORY

**DATE:** 20 September 2024

**TIME:** 12:00 Mid-day

**LOCATION:** 124 MAIN STREET, MARSHALLTOWN JOHANNESBURG

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## CV Template

### PERSONAL INFORMATION

<b>Name</b>	
<b>Date of Birth</b>	
<b>Nationality</b>	
<b>Address</b>	

### QUALIFICATIONS

Qualification	Institution	Year Completed

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#### TSHWANE OFFICE

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**HEAD OFFICE** 6<sup>th</sup> Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: [www.gep.co.za](http://www.gep.co.za)

#### BOARD

Ms. Leshika (Chairperson), Mr. P Mngqibisa (Deputy Chairperson),  
Mr. S Zamxaka (Chief Executive Officer), Company Secretariate (vacant)  
Ms. K Skhosana, Ms. C Morangwe-Diale, Ms. B Mgobozi, Ms. N Mathenjwa,  
Ms. S Sekhithla, Ms. R Letwaba, Mr. S Mkhize, Mr. A Mawela, Mr. A Mashele

## PROFESSIONAL EXPERIENCE

Position	Organization	Start Date	End date	Role & Responsibilities

## REFERENCES

Name	Organization	Contact Information

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### EKURHULENI OFFICE

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Fax: 011 827 2886

### SEDIBENG OFFICE

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Fax: 016 910 1216

### WEST RAND OFFICE

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