

**TERMS OF REFERENCE**

**NCEDA24/02**

**Acquisition of Office Accommodation in Kimberley, Northern Cape**

<b>ELIGIBILITY</b>	:	Acquisition of office accommodation in Kimberly, Northern Cape
<b>DUTY STATION</b>	:	Kimberley.
<b>REPORT TO</b>	:	The Chief Executive Officer, Northern Cape Economic Development, Trade and Investment Promotion Agency, South Africa or designated official.
<b>APPOINTED BY</b>	:	Northern Cape Economic Development, Trade and Investment Promotion Agency (NCEDA).

## 1. PURPOSE

The NCEDA is in the process of amalgamating several Northern Cape entities and this has led to the demand for a building that can accommodate all the entities. There the following terms of reference to enable submission of proposals for buildings offered to be purchased.

## 2. DEMAND

A new mega entity has been established within the Northern Cape, located in Kimberley. To accommodate the operational needs and personnel of this entity, suitable office accommodation is sought for approximately 80 - 100 staff members.

## 3. OBJECTIVES

To identify and acquire an office space through outright purchase of a building/office space, that fulfils the functional requirements of the new entity while adhering to the Government Immovable Asset Management Act (GIAMA) and related regulations.

## 4. FUNCTIONALITY CRITERIA

The Functionality will be evaluated on the following criteria. Bidders are required to score a minimum of 70% on functionality to qualify to be evaluated in the next level (Price and Specific goals). Bidders who do not score the minimum of 70% on functionality will be disqualified and not be evaluated on Price and Specific goals.

CRITERIA	WEIGHTS
<b><u>Capacity and Layout:</u></b>  Sufficient space to accommodate approximately 80 - 100 staff members, including executive offices, open workstations, meeting rooms, recreational areas, utility rooms and sufficient space for marketing and branding collateral for the new mega entity. A flexible layout that allows for potential future modifications based on	40

organizational needs. The office footprint will extent to be ranging between 850 to 1 500 square meters.	
<p><b><u>Location, Accessibility and Security:</u></b></p> <ul style="list-style-type: none"> <li>❖ Central location in Kimberley for easy accessibility for staff and visitors. Proximity to essential amenities and public transportation. Adequate parking facilities for staff and visitors.</li> <li>❖ The office should be located in Kimberley in a safe and secure area on the main axis routes from Gauteng, Free-State, Kimberley Airport and other regional roads in the Northern Cape. The location must also be reflective of a prime investor destination and the image that the South African Investment One Stop shops portray.</li> <li>❖ There must be provision of advanced security systems, including CCTV, access control, and alarm systems. Secure data storage and server rooms.</li> </ul>	40
<p><b><u>Infrastructure and Utilities:</u></b></p> <ul style="list-style-type: none"> <li>❖ Preferably a 30/thirty-year building with modern and efficient electrical, plumbing, HVAC, and telecommunications systems. A backup generator and water tank with</li> </ul>	20

<p>pressure pumps will be required. Energy-efficient systems to minimize the environmental footprint and adhere to sustainability best practices will be preferred.</p>	
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## **5. INSTRUCTION TO SERVICE PROVIDERS**

### **5.1. CLARITY ON SERVICES REQUIRED**

The services required by NCEDA are described in these Terms of Reference and will be clarified and confirmed during a meeting with all interested bidders.

### **5.2. ALTERATION OR WITHDRAWAL OF PROPOSALS**

Service Providers may withdraw their proposals by written notification.

### **5.3. COSTS FOR PREPARATION OF PROPOSAL**

The costs incurred by the Service Provider in respect of the attendance of any briefing or presentation meetings or costs incurred in preparing any proposal will be borne by the Service Provider and NCEDA shall in no way be liable to reimburse the Service Provider for such costs incurred.

### **5.4. OWNERSHIP OF PROPOSAL**

NCEDA shall on receipt of any proposal relating to these terms of reference and submitted in accordance with this terms of reference and call for proposal procedure become the owner thereof.

NCEDA shall not be obliged to return any proposals to Service Providers who request such a return.

## **5.5 CONFIDENTIALITY**

The entire process of calling for proposals as initiated by NCEDA in terms of its procurement policy is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions and members of the Evaluation and Procurement Committee is bound by confidentiality.

## **5.6 ETHICS**

Any attempt by a Service Provider to obtain confidential information, or enter into unlawful agreements with competitors or influence the Evaluation and /or the Procurement Committee of NCEDA during the process of examining, evaluating and comparing proposals will lead to the rejection of its proposal in its entirety. The Service Provider must declare any business or other interests it has with NCEDA or any employee of NCEDA, failing which the Service Provider shall be automatically disqualified from further participation in the process to be appointed as Service Provider.

## **5.7 CANCELLATION OF BID PROCEDURE**

NCEDA shall be entitled, within its sole and entire discretion, to cancel this call for proposals at any time and shall notify the Service Providers accordingly. NCEDA shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this call for proposal procedure. The publication of an invitation to call for proposals does not commit NCEDA to appoint any of the qualifying Service Providers.

## **6. REQUIRED EXPERTISE AND COMPETENCIES**

6.1 The Service Providers proposal must outline the expertise and competencies on offer and should expressly detail their previous experience in dealing with projects of this nature.

6.2 Provision of a supervisor on site to respond to all queries and challenges that may arise within 24 hours.

6.3 The Service Provider must demonstrate how compliance to legislation will be met.

**NOTE THAT A FAILURE TO FULLY COVER THIS IN YOUR PROPOSAL MAY RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.**

## 7. COMPLIANCE REQUIREMENTS

- a) **GIAMA Compliance:** The building should adhere to the prescripts outlined in the Government Immovable Asset Management Act, ensuring sustainable use and effective management of the property. Office space should be compliant with health, safety, and accessibility standards as dictated by GIAMA and other relevant regulations.
- b) **Legal and Regulatory:** Ensure all property documents, certifications, and titles are clear and free from disputes. Comply with local zoning and building regulations. Adhere to procurement guidelines and regulations for the acquisition of government office spaces.
- c) **Budget and Regulatory:** Outline the maximum budget allocated for the acquisition, keeping in mind both initial costs and potential long-term maintenance expenses. Please indicate the purchase price and include the transfer and registration cost that must be covered by the seller.

## 8. SUBMISSION REQUIREMENTS

- 8.1 Companies will be required to provide details of their properties they intend to lease/Sell to the NCEDA, with the following minimum information

### 8.2 Property Description

- a) Erf No Property address (including city/town & Province)
- b) Property Grade
- c) Property Age
- d) Relevant building service information (e.g lift, HVAC, Backup Generators etc)
- e) Property Use
- f) Municipal Value
- g) Current zoning of the property / land
- h) Certificates of Compliance (COC)
- i) Extent of land to be developed (where applicable)

### 8.3 Current Lease Details (where a property is currently being leased)

- a) Current Occupant

- b) Space occupied
- c) Current rentals (rand value and rate per square meter) for offices and parking.
- d) Current Escalation
- e) Lease Term
- f) Termination Date
- g) Date of Initial Lease & Number of Renewals (where applicable).

#### **8.4 New Proposal**

- a) Proposed rental (Rand value and rate per square meter) for offices, parking for the different lease term.
- b) Escalation Rate
- c) Maintenance Plan of the Property (Structural and Building Services)

### **9. RETURNABLE REQUIREMENTS**

The following are the basic requirements for responsiveness that all property owners / developers will have meet to be considered:

- a) Fully completed and signed Standard Bidding Document; **SBD 1, SBD 3.3, SBD 4; SBD 6.1**
- b) Resolution of Board of Directors
- c) SARS E filling Pin
- d) Valid public indemnity for the building issued by a reputable financial organization.
- 5. Company Profile (where applicable)
- 6. Company Registration Documents
- 7. Central Supplier Database (CSD) Registration Documents
- 8. A valid BEE Certificate and Sworn Affidavit as per standard bidding document NCP 6.1
- 9. Proof of ownership of the property
- 10. Pictures of the property
- 11. Floor layout of the property
- 12. Copy of the Zoning certificate of the property
- 13. Previous/ current government departments occupying any of the properties owned by the firm (if any).
- 14. References (if any) from tenants which have occupied the facility.

15. Empowerment Plan (in line with ownership, management control, supplier & enterprise development)
16. Detailed proposal of the offered property.
17. Cost breakdown in line with the outputs articulated above.
18. Relevant certifications proving GIAMA and other regulatory compliances.

**Proposals will be evaluated in terms of the Preferential Procurement Regulation, 2022**

#### **80 – 20 PREFERENCE POINT SYSTEM**

<b>SPECIFIC GOALS</b>	<b>PREFERENCE POINTS</b>
<b>Women</b>	<b>5</b>
<b>People with disabilities</b>	<b>4</b>
<b>Promotion of EME's</b>	<b>4</b>
<b>Locality</b>	<b>5</b>
<b>Youth</b>	<b>2</b>
<b>TOTAL</b>	<b>20</b>

- ***Service providers claiming points for the above specific goals MUST provide proof by submitting a valid CSD report reflecting. Applicable preference points – 80/20.***

#### **10. Evaluation Process:**

Proposals will be evaluated based on:

- Compliance with the above requirements.
- Financial viability.
- Quality and sustainability of the proposed solution.
- Track record and reliability of the seller.
- Resolution of Board of Directors
- Resolution of Board of Directors to enter into Consortia or Joint Ventures



## **11. SERVICE LEVEL AGREEMENT**

**11.1.** The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between NCEDA and the Successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between NCEDA and the Successful Service Provider.

**11.2.** Until such time that an appropriate Service Level Agreement (SLA) has been concluded between NCEDA and successful Service Provider, no rights shall be conferred nor shall any legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

**Bid validity period: 90 Days**

## **12. SUBMISSION OF PROPOSALS**

**Closing Date: 17 October 2023**

**Closing Time: 11h00**

All enquiries can be directly to:

- Mr Hendrik Louw
- Email: [hlouw@nceda.co.za](mailto:hlouw@nceda.co.za)
- Telephone Number: 053 011 0289

For Supply Chain related enquiries Contact:

- Mrs. Boitshepo Buang
- Email: [bmatsime@nceda.co.za](mailto:bmatsime@nceda.co.za)
- Telephone Number: 053 011 0289

**PROPOSALS MUST BE HAND DELIVERED OR COURIERED TO**

Block 3, Ground Floor  
Montrio Office Park  
10 Oliver Road  
Monument Heights  
Kimberley  
8300

**No emailed or Faxed proposals will be accepted.**