

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF AN APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE. THE BUILDING MUST BE IN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY (WITHIN 1000M FROM MAIN GATE OF NOORDE STREET SENEKAL CLINIC).

BID NUMBER : DPWFS RFP 008/2023

ADVERT DATE:

29 SEPTEMBER 2023

CLOSING DATE AND TIME:

06 NOVEMBER 2023 at 11:00 am

COMPULSORY CLARIFICATION MEETING VENUE, DATE AND TIME:

THE MEETING WILL BE HELD ON 20 OCTOBER 2023 AT 11H00

VENUE: SENEKAL HOSPITAL

COORDINATES

Facility Name	Longitude (East)	Latitude (South)	Town Name As Per Deeds
Senekal Hospital	27.605574	-28.327875	Senekal

VALIDITY PERIOD OF THE PROPOSAL:

90 DAYS

ENQUIRIES

TENDERING PROCESS: MR. MOSIUOA KOLOBE – kolobem@fsworks.gov.za OR 051 492 1750/3886

TECHNICAL: MS. MOIPONE DISEKO – disekon@fsworks.gov.za OR 051 410 7543

BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organisation, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by determining who their targeted victims will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create methods like fake emails or phony web pages to send messages that lure data from their victims.
- Phishers then send messages that appear trustworthy to the victims and begin the attack.
- Once the attack has been deployed, phishers will monitor and collect the data that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or commit fraudulent acts.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111.



PUBLIC NOTICE

INVITATION TO TENDER

TENDER NUMBER: DPWFS RFP 008/2023

REQUEST FOR PROPOSAL (THE “RFP”) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE ONSITE PARKING BAY. THE BUILDING MUST BE IN SENEKAL, SETSOTO LOCAL MUNICIPALITY (WITHIN 1000M FROM THE MAIN GATE OF NOORDE STREET SENEKAL CLINIC).

(THE LETTABLE SPACE OF THE PROPOSED BUILDING MUST BE IN SENEKAL.)

The Department is not bound to appoint any tenderer who submits a response to this RFP. The Department further reserves the right to accept any tenderer in whole or in part.

COLLECTION OF TENDER DOCUMENTS

- Tender documents will be available from 09h00 to 15h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / tender deposit of R1 282.00 is payable in cash (please bring the exact amount) on collection of the tender documents. [Payments to be made at Room 102, 01st Floor, OR Tambo House].
- Tenders are to be completed in accordance with the conditions and tender rules contained in the tender documents. Tender documents must be properly indexed and neatly bound.

SUBMISSION OF TENDER DOCUMENTS

- Tenders must be deposited in the tender box situated on the Entrance Foyer, OR Tambo house, No. 155 St Andrews Street, tender document(s) must be **submitted** by no later than **11:00 am** on **06 NOVEMBER 2023**.
- Each tender must be submitted in a separate, clearly marked sealed envelope into the Department of Public Works and Infrastructure tender box situated at the Main entrance foyer, OR Tambo House, Cnr. Markgraaff Street and St Andrews Street, Bloemfontein.
- Please note that tenders, which are not submitted in a properly sealed and marked envelope and / or are not deposited in the relevant tender box and / or are deposited after the closing date and time, will not be considered. **Faxed tenders will not be considered.**

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



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Department of
Public Works & Infrastructure
Free State Province

CONTENTS

SECTION 1:	RETURNABLE DOCUMENTS
SECTION 2:	TERMS OF REFERENCE
SECTION 3:	TENDER OFFER



SECTION 1: RETURNABLE DOCUMENTS

Responsiveness Criteria

Mandatory documents:

- Provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
- Attach A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this tender (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
 - However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the tender being awarded to a prospective tenderer.
- Attach A Valid original or certified proof of property ownership registration (Deeds Registration) or Sales Agreement of the building which is exchanging hands and Certified copies of Directors' Identity Documents.
- The building must be within the geographic boundaries specified in the tender documents in Senekal, Setsoto Local Municipality. Provide detailed information about the building, i.e. name (if applicable), street address and GPS co – ordinates of the building.
- The size of facility offered may not be less than the minimum lettable area specified in the tender documentation: 1054 M² clinic.
- Attach duly completed and signed SBD documents (SBD 1 and SBD 4)
- Attach duly completed and signed Annexure A: Record of Addenda to tender documents.
- Attach duly completed and signed Annexure B: Proposed amendments and qualifications.
- Complete and sign the Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration) attached to the bid document. Attach a document that indicates where the funding will be sourced, i.e.
 - Bank statement
 - Pre – approval of funding from a registered funding institution
 - A confirmation letter from a registered funding institution to confirm the intention to fund.
- Attach a SAPOA Area certificate to confirm the proposed area or area certificate issued by a professional Property Valuer registered with SACPVP for the proposed area for leasing.
 - Attach sample layout plan of the property which will accommodate the office needs of the Department issued by a registered Architect with the South African Council for the Architectural Profession (SACAP).
- The property should preferably be zoned for clinic or any usage which permits such. Attach supporting documents.
- Attendance of the mandatory clarification meeting (The details of which are listed in the tender notice and invitation).
- **All documents must be completed in writing with a black pen.**

Non – Mandatory requirements required for evaluation purposes:

- Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract.

The bidder must return the tender document completed in full with the following returnable documents legibly completed and signed.

1. Resolution of Board of Directors
2. Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
3. Special Resolution of Consortia or Joint Ventures.
4. Standard Bidding Document 1 (SBD 1) – Invitation to Bid
5. Standard Bidding Document 4 (SBD 4) – Bidder's Disclosure
6. Standard Bidding Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
7. All supporting documents required on the mandatory and non – mandatory requirements above.
8. Annual Financial Statements Declaration.
9. Bid offer.
10. Annexure A: Record of Addenda to tender documents.
11. Annexure B: Proposed amendments and qualifications.

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

LIST OF RETURNABLE DOCUMENTS

1. THE TENDERER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Tender Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or Joint Ventures	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Ventures	2 Pages	<input type="checkbox"/>
Standard Bidding a Document 1 (SBD 1) - Invitation to Bid	2 Pages	<input type="checkbox"/>
Standard Bidding a Document 4 (SBD 4) - Bidder's Disclosures	2 Pages	<input type="checkbox"/>
Standard Bidding a Document 6.1 (SBD 6.1) - Preference points claim form in terms of the Preferential Procurement Regulations 2022.	4 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Statements Declaration	1 Page	<input type="checkbox"/>
Bid Offer	4 Pages	<input type="checkbox"/>

Name of Tenderer	Signature	Date

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

- * Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



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Department of
Public Works & Infrastructure
Free State Province

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at _____ (place) ON

(date) **RESOLVED that:**

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

_____ (code) _____

Postal Address:

_____ (code) _____

Telephone number (code): _____

Fax number (code): _____

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



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infrastructure

Department of
Public Works & Infrastructure
Free State Province

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. *Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

CONTRACT NO: DPWFS RFP 008/2023

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Department of
Public Works & Infrastructure
Free State Province

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1

2

3

4

5

6

7

8

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

B. Mr/Mrs/Ms:

in *his/her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows: _____

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



public works & infrastructure

Department of
Public Works & Infrastructure
Free State Province

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

_____ (code) _____

Postal Address:

_____ (code) _____

Telephone number (code): _____

Fax number: _____



DESCRIPTION:

PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.

SBD 1

PART A INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS (RFP) 008/2023	CLOSING DATE:	06 November 2023	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE OF APPROXIMATELY 1054 M ² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE PARKING. THE BUILDING MUST BE IN SENEKAL CBD, SETSOTO LOCAL MUNICIPALITY (WITHIN 1000M FROM THE MAIN GATE OF THE NOORDE STREET SENEKAL CLINIC).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M.Kolobe		CONTACT PERSON	Ms. Nono Diseko	
TELEPHONE NUMBER	051 492 3886/ 1750		TELEPHONE NUMBER	051 410 7543	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	disekon@fsworks.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



PART B TERMS AND CONDITIONS FOR TENDERING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. 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) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE TENDER INVALID.

SIGNATURE OF TENDERER:

CAPACITY UNDER WHICH THIS TENDER IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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

**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 interest¹ 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

- 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:

.....

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.



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

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.



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

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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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.

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	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:

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

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State Based Companies 100%	8	
Gender: Women ownership 100%	6	
Race: Black ownership 100%	4	
People living with Disability 100%	2	
Total Points Claimed out	20	

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;

DESCRIPTION:

PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



- 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:

.....

.....

.....

**Annexure A - Record of Addenda to tender documents**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature

Date

Name

Position

Tenderer

**Annexure B: Proposed amendments and qualifications**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature

Date

Name

Position

Tenderer



Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:

☐ internally
☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]

☐ enterprise has had its financial statements audited;
 name of auditor

☐ enterprise is required by law to have an independent review of its financial statements
 name of independent reviewer

☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

Name

Position

Tenderer



SECTION 2

TERMS OF REFERENCE



FORM OF OFFER

SECTION 2: TERMS OF REFERENCE

2. TERMS OF REFERENCE

2.1. PURPOSE OF THE RFP

The purpose of this request for proposal for (the “RFP”) is to invite bidders to submit priced proposals for the lease of approximately 1054m² clinic facility and one (1) ambulance parking bay onsite. The building must be in Senekal CBD, Setsoto Local Municipality (within 1000m from the main gate of the existing clinic in Noorde Street).

2.2. ISSUING OFFICE

The Department of Public Works and Infrastructure is responsible for procuring all leased offices accommodation on behalf of the Free State Provincial Government (“Provincial Government”).

This RFP has been issued by the Department of Public Works and Infrastructure. In securing a leased clinic the primary objective of the Department, inter alia, is to provide a functional and best fit for use, type and location of clinic and optimal value to the Provincial Government.

The Department intends entering into a medium to long term lease for a clinic within Senekal, Setsoto Local Municipality which has a minimum B grade quality rating.

The Department intends to install a Provincial Government Department that will conduct administrative business operations within the building.

Failure to adhere or meet any of the Mandatory Requirements will result in the tender being disqualified.

2.3. RESPONDENTS’ DUE DILIGENCE

2.3.1. Respondents must perform an appropriate due diligence on all technical, legal, financial, environmental, town planning, heritage and other matters relevant to the property to enable Respondents to submit proposals that are based on verified and accurate information.

2.3.2. Upon receipt of proposals from Respondents, the Department of Public Works and Infrastructure will assume that the Respondent has sufficiently familiarized themselves with the content of the RFP, its volumes, schedules and related annexures.

2.4. QUESTIONS REGARDING THE RFP

The Department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP. All questions, enquiries, and requests for clarification of information concerning this RFP should be addressed in writing to the following contact persons:



Technical enquiries:

Name: Ms. Nono Diseko

Tel: 051 410 7543

E-Mail: disekon@fsworks.gov.za

Procurement enquiries:

Name: Mr. Mosiuoa Kolobe

Tel: 051 492 1750/3886

E-Mail: kolobem@fsworks.gov.za

A list of Tenderer enquiries (without identifying the source of the enquiry) and our responses thereto will be distributed to all Tenderers. Whenever a response to an enquiry would constitute a modification or addition to the original RFP, the reply will be made in the form of an Amendment Notice to the RFP. All enquiries must include:

- The company's name, address and phone number.
- A clear and concise question.
- Relevant paragraph within this RFP to which question relates.

NB: No meetings or telephonic enquiries with tenderers will be entertained.

2.5. AMENDMENTS TO THE RFP

The Department may at its sole discretion amend, revise or add to the RFP prior to the deadline for submission of Tenders and, at its own discretion, may extend the deadline for the submission of Tenders.

Any changes to the RFP will be in the form of written amendment issued by the Department. Such amendments will be sent by email with receipt acknowledgement requested to all Tenderers. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any Bidder who fails to receive such amendments shall not be relieved of any obligation under its proposal as submitted.

The Department reserves the right to withdraw or cancel this RFP at any stage.

2.6. BRIEFING SESSION

Failure to attend this clarification meeting will lead to disqualification.

2.7. TENDER SUBMISSIONS

A one (1) envelope tender submission process will be followed by this RFP. The following documentation will be included in the envelope

Title on Envelope:	DPWFS RFP 008/2023: The Department of Public Works and Infrastructure, Free State Province invites proposals from interested parties to submit proposals for the lease of approximately 1054 m ² clinic facility and 1 ambulance parking bay onsite within Senekal CBD in Setsoto Local Municipality.
Documentation to be included in the envelope:	<ul style="list-style-type: none"> • All returnable documents correctly provided in terms of section two (2) of this RFP. • Functionality criteria (technical assessment) • Financial proposal in the format as required.

All tenderers must comply with the above outlined tender submission format.

**2.7.1. Incomplete submissions**

- Incomplete submissions, namely submissions that do not contain a response as contemplated in this RFP will be marked as incomplete, and may, at the Department of Public Works and Infrastructure's sole discretion, be rejected.

2.7.2. Amendments to Proposals

- The Department of Public Works and Infrastructure reserves the right, subject to compliance with legal administrative requirements, to request and accept any amendment to or modification of any aspect of any proposal from any selected or successful tenderer at any time.
- Respondents are requested to submit their tenders in a clearly structured way. All parts of the proposal are to be clearly headed, pages should be numbered, and a detailed content listing is to be provided. The tenders should follow a consistent numbering system (volumes, sections, headings, paragraphs, sub-paragraphs, etc.) that allows for easy cross-referencing, both within the proposal and also in terms of clarification questions, etc.

2.8. TERMS OF REFERENCE FOR CLINIC NEEDS

IDEAL CLINIC LIST OF ROOMS: WITHOUT MOU Final Draft : 21.05.2015				
	MEDIUM			
Room Description	Medium	Medium Area	Medium Area Tot	COMMENTS
	No.	Area [m ²]	Total [m ²]	
Guardhouse	1	18	18	
Outside covered area	1	36	36	
Community room	1	36	36	External access multipurpose
External Toilet	2	4	8	
MAIN CENTRAL AREA				
Help Desk	1	11	11	
Admission counter (1 booth)	1	20	20	3 Booths
Reception & Records	1	12	12	
IT Server room	1	3	3	No windows
Waiting	1	20	20	
Boardroom	1	25	25	
Play area	1	16	16	
Lobby ablutions	1	2	2	SANS 10400 requirement
Toilet and WHB	2	4	8	
Paraplegic toilet	1	4	4	Male/Female



Baby change	1	3	3	
Breast feeding Room	1	4	4	
Pharmacy clinic dispensary	1	54	54	<ul style="list-style-type: none"> External hatch - Ceiling void to be secured with wired mesh steel structure. (No windows)
Sub wait Pharmacy	1	12	12	Covered external
ACUTE CARE				
Emergency/Birthing Room	1	20	20	Situated close to acute and chronic sections
Sub wait acute	1	6	6	
Preparation/Vitals Room	1	36	36	Standard- Shared. 2 single entry point urine plus disabled toilet and 2 consulting spaces
Consulting room	1	16	16	
Treatment room	1	25	25	Situated close to acute and chronic sections
Procedure room	1	25	25	Situated close to acute and chronic sections
CHRONIC CARE				
Sub wait	1	6	6	
Preparation/Vitals Room	1	9	9	Standard- Shared. 2 single entry point urine plus disabled toilet and 1 consulting spaces
Counselling room	2	16	32	
Consulting Room	2	16	32	
Dental care Room	1	16	16	



PROMOTIVE & PREVENTATIVE HEALTH				
Sub wait	1	6	6	
Preparation/Vitals Room	1	12	12	Standard- Shared. 2 single entry point urine plus disabled toilet and 1 consulting spaces
Child Health Consulting	1	16	16	Immunisation /monitoring
Maternal Health Consulting room	1	16	16	Ante/Post Natal
SHARED SUPPORT ROOMS				
Office	1	14	14	
Community Outreach office	2	14	28	
Office open plan	1	20	20	
Clean utility	1	10	10	
General sluice/laundry	1	12	12	
Meeting room	1	20	20	
Dirty Utility	1	8	8	
Kitchen	1	9	9	
Store - medicine	1	24	24	No windows
Store - Equipment	1	13	13	No windows
Store – General	1	10	10	No windows
Store – Linen	1	10	10	No windows
Store - Sterile Surgical	1	8	8	No windows
Store - Stationary	1	8	8	No windows
Staff rest & lockers	1	18	18	
Staff toilet	1	3	3	
Cleaners store	1	6	6	No windows
EXTERNAL				
General waste	1	12	12	These functions should be accessed from outside of the building (refer to drawing no. 53 of the room datasheets)
Medical waste	1	12	12	These functions should be accessed from outside of the



				building (refer to drawing no. 53 of the room datasheets)
Sputum collection booth	1	3	3	Should be separated from main clinic building in a secure area with sufficient ventilation
Garden store	1	6	6	These functions should be accessed from outside of the building (refer to drawing no. 53 of the room datasheets)
Yard (General)	1	20	20	
Gas store	1	4	4	
NETT TOTAL AREA			843	
<i>Circulation and structure allowances +/- 25%</i>			211	
TOTAL AREA REQUIRED			1054	
Total Consulting Rooms	5	16		
Total Counselling Rooms	2	16		
NB: Flooring finishes should be vinyl sheets.				

2.9. RATIONALE FOR THE PROJECT

The purpose of this project and the terms of reference is for the procurement of suitably qualified service providers to submit proposals for the provision of a clinic lease, that includes offices space, parking facilities, space planning and where necessary, refurbishments to meet the Department of Public Works and Infrastructure's brief for the Provincial Offices.

2.10. PROJECT OBJECTIVES AND GOALS

- 2.10.1. The primary objective of issuing this RFP is for the Department of Public Works and Infrastructure to conclude a Lease Agreement with a suitably qualified successful bidder.
- 2.10.2. The Project is planned to actively promote a range of the Department of Public Works and Infrastructure's objectives.
- 2.10.3. The Department of Public Works and Infrastructure has identified Project goals which are imperative to the development of the Project.
- 2.10.4. The Project goals are as follows:
 - 2.10.4.1. Procurement of a cost effective, consolidated and compliant working environment within an optimal project structure.
 - 2.10.4.2. Successful achievement of the Technical Specifications developed for the Project.



2.11. UNDERSTANDING USER NEEDS

- 2.11.1. The building must comprise of approximately 1054 m² Gross Leasable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices. The square meters indicate the intended offices, workspace, support- and special areas provided in the new clinic.
- 2.11.2. The parking for the building should conform to the minimum requirements of number of parking bays as per the request.
- 2.11.3. The clinic should cater for a combination of general open space environment in line with needs analysis.
- 2.11.4. Clinic sourced in a multi-tenanted building has to be a separate area with own entrance / exit.
- 2.11.5. The successful bidder will carry out the full tenant fit out and space planning and the premises/building.
- 2.11.6. The successful bidder will be responsible for the total cost of alterations and compliance certification necessary to adapt the offered accommodation to the specific needs of the Department of Public Works and Infrastructure. The bidder should make adequate provision for tenant installation in the offer.
- 2.11.7. The new clinic will furthermore incorporate design, construction and operational practices that will significantly reduce or eliminate the negative impact of the development on the environment and people. The building will be energy efficient, resource efficient and environmentally responsible.

2.12. BUILDING TYPE

- 2.12.1. The building after renovation must be Grade B, and must meet following minimum requirements:
- 2.12.2. Generally, not older than fifteen (15) years or buildings which have had major renovation;
- 2.12.3. High quality modern finishes;
- 2.12.4. Air conditioning;
- 2.12.5. Adequate on-site or adjacent parking;
- 2.12.6. Good quality lobby finish;
- 2.12.7. Quality access to / from an attractive street environment;
- 2.12.8. Good safety and security;

2.13. SITE ACCESSIBILITY

- 2.13.1. Either stand-alone building or separate floor in multi- tenanted building with own entrance / exit to the floor/;
- 2.13.2. Prominent and easy to find;
- 2.13.3. Easily accessible to the public and employees;
- 2.13.4. Adequate, safe parking for both visitors and employees.



2.14. LOCATION

2.14.1. The location of the clinic is proposed as follows: Within Senekal CBD.

2.14.2. The clinic should be in a safe, secure area and close to public transport.

2.15. OCCUPANCY DATE

The successful bidder's premises/building must be available for occupation by the Department, 6 (six) months after signature of the lease agreement. The tenderer has a responsibility to update the Department on a monthly basis on the date of occupation and the processes relating to it.

2.16. ADDITIONAL REQUIREMENTS

2.16.1. The successful tenderer must provide certification of compliance in relation to the following prior to occupation:

2.16.2. Certificate of occupation

2.16.3. Electrical installation certificate

2.16.4. Certificate of compliance of the building

2.16.5. Fire Fighting Equipment certificate

2.16.6. Lifts compliance documents where applicable

2.16.7. SAPOA Area Certificate

2.16.8. Building Grade Certificate

2.16.9. Proof of Ownership

All of the above will be required prior to occupation.

2.17. REASONS FOR DISQUALIFICATION

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who's tax matters are not compliant with SARS requirements as reflected on eFiling and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.
- e. Bidders who do not comply with mandatory requirement as stated in this bid document.
- f. Telegraphic, telephonic, telefax, facsimile and late tenders will not be accepted.



2.18. EVALUATION OF TENDER SUBMISSIONS

- 2.18.1.** The contract resulting from this RFP, if any, will be awarded to the most technically responsive Tenderer offering the best value for money to the Department.
- 2.18.2.** Proposals will be evaluated by a Tender Evaluation Committee. The main objective of the Tender Evaluation Committee will be the examination of each tender proposal to determine how effectively it satisfies the Department requirements. The evaluation of tender submissions will be conducted in three (3) phases:

Phase:	Details:
Stage 1	Mandatory requirement - evaluation of tender submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Evaluation on functionality - Compliance with terms of reference as stated in this document.
Stage 3	Price and preference - evaluation of preferred tenders in accordance to the Preferential Procurement Regulations of 2022 using 80/20 Preference points system

2.19. STAGE ONE – MANDATORY REQUIREMENTS

The following mandatory requirements will be applicable for this contract.

Tenderers who fails to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

NO	MANDATORY REQUIREMENTS
1	Provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
2	Attach A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this tender (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number). <ul style="list-style-type: none"> ○ However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the bid being awarded to a prospective bidder.
3	Attach A Valid original or certified proof of property ownership registration (Deeds Registration) or Sales Agreement of the building which is exchanging hands and Certified copies of Directors' Identity Documents.
4	The building must be within the geographic boundaries specified in the tender documents in Senekal CBD, Setsoto Local Municipality. Provide detailed information about the building, i.e. name (if applicable), street address and GPS co – ordinates of the building.
5	The size of accommodation offered may not be less than the minimum lettable area specified in the tender documentation: 1054 M ² Clinic.
6	Attach duly completed and signed SBD documents (SBD 1 and SBD 4)



7	Attach duly completed and signed Annexure A: Record of Addenda to tender documents.
8	Attach duly completed and signed Annexure B: Proposed amendments and qualifications.
10	Complete and sign the Annual Financial Statements Declaration attached to the RFP document. Attach income statement and the balance sheet as support for the declaration. <ul style="list-style-type: none"> o Bank statement o Pre – approval of funding from a registered funding institution o A confirmation letter from a registered funding institution to confirm the intention to fund.
11	Attach a SAPOA Area certificate to confirm the proposed area or area certificate issued by a professional Property Valuer registered with SACPVP/ professional Architect registered with SACAP for the proposed area for leasing. <ul style="list-style-type: none"> o Attach sample layout plan of the property which will accommodate the office needs of the Department issued by a registered Architect with the South African Council for the Architectural Profession (SACAP).
12	The property should preferably be zoned for a clinic or any usage which permits such. Attach supporting documents.
13	Attendance of the mandatory clarification meeting (the details of which are listed in the tender notice and invitation).
14	All documents must be completed in writing with a black pen

2.20. STAGE TWO – EVALUATION ON FUNCTIONALITY CRITERIA AND POSSIBLE SITE VISIT

2.20.1. The purpose of application of qualification criteria is to determine the functionality of each proposal by assessing the quality and the robustness thereof.

2.20.2. Below is a detailed breakdown of the scoring criteria for each individual proposal and each tenderer must score a minimum of 75 points out of 100 points in order to be considered for the next stage:

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE
1	SPACE REQUIREMENTS	Layouts assessment: Tenderer to provide indicative space planning layout for the building proposed as per Schedule A focusing on work, support, public and shared space	40
		More than 8 omissions from Needs Analysis of accommodation	
		8 omissions from Needs Analysis of accommodation	
		6 omissions from Needs Analysis of accommodation	
		4 omissions from Needs Analysis of accommodation	
		2 omissions from Needs Analysis of accommodation	
		All items as per Needs Analysis of accommodation are included in space plans	
2	PARKING REQUIREMENTS	Parking Bays (Lockable) which are easily accessible:	10
		1 Ambulance parking bay onsite	
3	MAINTENANCE PLAN	a) Provide the maintenance plan for the building for the preceding 3 years, clearly demonstrating the execution of planned maintenance as well as the % of maintenance that was deferred- and unplanned. If this is a new building, provide a maintenance plan for the next 3 years (15 Points)	20
		Maintenance plan executed ≤5% unplanned/ deferred items	



DESCRIPTION:

PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.

		Maintenance plan executed >5% ≤10% unplanned/ deferred items	10 Points	
		Maintenance plan executed >10% unplanned/ deferred items	5 Points	
		b) Provide a copy of the maintenance plan for the period of lease. The plan has to provide details of maintenance categories, dates of planned maintenance, etc. (5 Points)		
		Details of maintenance categories, dates of planned maintenance, provided	5 Points	
		No details of maintenance categories, dates of planned maintenance.	0 Points	
4	ACCESSIBILITY	a) A higher score will be allocated to properties which are closer and easily accessible from the SENEKAL CBD. The building must be within a 1000m from the main gate of the Noorde Street Senekal Clinic. (15 Points)		30
		Less than 200m	15 Points	
		Less than 400m	12 Points	
		Less than 600m	9 Points	
		Less than 800m	6 Points	
		Less than 1000m	3 Points	
		Note: The Department will confirm the distance during evaluation.		
		b) Property to meet requirements for people with disabilities (This should be reflected in the existing or proposed layout plan). (15 Points)		
		Parking	5 Points	
		Ablution facilities	5 Points	
		Accessibility	5 Points	
TOTAL SCORE				100

The following scoring rubric will be used to score the functionality above:

Rating	Score out of 5	Score out of 10	Score out of 15	Score out of 20	Approach and methodology
Poor	1	2	3	4	The approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	2	4	6	8	The approach and / or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	3	6	9	12	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.
Very Good	4	8	12	16	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.
Excellent	5	10	15	20	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

[illegible]



Needs Analysis of accommodation		Sufficient evidence attached	
		YES	NO
8) Power points (provide evidence i.e. pictures, approved drawings etc.)		<input type="checkbox"/>	<input type="checkbox"/>
a. Consultations rooms and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m ² or part thereof.		<input type="checkbox"/>	<input type="checkbox"/>
b. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.		<input type="checkbox"/>	<input type="checkbox"/>
c. (b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA. ²¹ .		<input type="checkbox"/>	<input type="checkbox"/>
9) Lighting (provide evidence i.e. pictures, approved drawings etc.)		<input type="checkbox"/>	<input type="checkbox"/>
a. Each room shall be provided with its own light switch (Green LED light bulbs and sensors) in a suitable position near the floor.		<input type="checkbox"/>	<input type="checkbox"/>
10) Telephone (provide evidence i.e. pictures, approved drawings etc.)		<input type="checkbox"/>	<input type="checkbox"/>
a. Each consultation room, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of accredited service provider.		<input type="checkbox"/>	<input type="checkbox"/>
11) Trunking (provide evidence i.e. pictures, approved drawings etc.)		<input type="checkbox"/>	<input type="checkbox"/>
a. The trunking (Double power skirting) servicing the building must conform to the latest technological standards.		<input type="checkbox"/>	<input type="checkbox"/>
12) Toilet facilities (provide evidence i.e. pictures, approved drawings etc.)		<input type="checkbox"/>	<input type="checkbox"/>
a. Males-staff and public		<input type="checkbox"/>	<input type="checkbox"/>
i. One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons thereof.		<input type="checkbox"/>	<input type="checkbox"/>
b. Females- staff and public		<input type="checkbox"/>	<input type="checkbox"/>
i. One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.		<input type="checkbox"/>	<input type="checkbox"/>
c. Physically challenged persons		<input type="checkbox"/>	<input type="checkbox"/>
i. Toilet facilities for physically challenged persons have to be provided according to norms and standards.		<input type="checkbox"/>	<input type="checkbox"/>
13) Make provision for backup power supply which the Department will decide with its own discretion on whether they will take it or not.		<input type="checkbox"/>	<input type="checkbox"/>

2.21. STAGE THREE – PRICE AND PREFERENCE (80/20 PREFERENCE POINT SYSTEM)

- a. The Department is committed to achieving the government's objectives of the transformation of the economy economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2022.
- b. The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million or below (all applicable taxes included) or R50 million and above (all applicable taxes included, will be used for evaluation of this bid.
- c. The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- d. The points for preference will be allocated to bidders in accordance with the following specific goals.



Table 1:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- a. A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

- b. Allocation of points in terms of the 80/20 preference point system.

Where

P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration
P_{min}	=	Price of lowest acceptable tender

- c. 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 2 below as may be supported by proof/documentation stated in the conditions of this tender.

Table 2:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State Based Companies 100%	8	
Gender: Women ownership 100%	6	
Race: Black ownership 100%	4	
People living with Disability 100%	2	
Total Points Claimed out	20	



Claiming of preference points for Specific goals:

- i) Bidders will be required to submit CIPC and FICA approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goal on Free State Based Companies 100%.
- ii) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy /(ies) in order to claim points for specific goal on Gender: Women ownership 100%.
- iii) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goal on Race: Black ownership 100%.
- iv) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goal on People living with disability 100%.

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.

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.

2.22. CONTRACT MANAGEMENT

- a. Any contract awarded pursuant to this RFP will incorporate the requirements, specifications, terms, and conditions contained in this RFP, as well as the contents of the tenderer's proposal as accepted by the Department.
- b. The Department reserves the right to negotiate the modification of proposed terms and conditions with the 1st preferred tenderer in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory end product or service.
- c. The department will only make payment for the space which the tenderer is appointed for as per the approved needs of the client department issued by the department.
- d. The successful tenderer will be required to sign the Lease Agreement developed by the Department. No other form of agreement will be considered by the Department in this regard.
- e. The escalation rate for CLINIC will be based on the CPIX, the Department will not accept any escalation rate that is above the CPIX.
- f. Regarding parking the Department will accept escalations on exceptional cases and such escalation should not exceed 2% per annum, when the escalation has reached the market rate the escalation will cease to be implemented. The department further reserves the right to review the number of allocated parking bays per annum and where necessary reduce the number of parking bays allocated on each building and the cost associated with such a reduction.
- g. The lease agreement entered into and signed at the commencement of the lease agreement emanating from this tender/tender shall be amended or reviewed according to the applicable and relevant clauses of the lease agreement in order to align it to the changes in legislation, changing environment and specific needs of the parties.
- h. It is the responsibility of the tenderer to ensure that the proposed accommodation is in an acceptable and suitable condition for occupation and usage by the tenant. This should be done for a period of six (6) months after receipt of a signed lease agreement by both parties. Should the building not be ready within the specified period the Department reserve the right to terminate the lease agreement and/or recover any



monies that the Department may have lost due to the delays in the handing over of the building to the Department.

- i. Funding should be secured within 30 days after receipt of the lease agreement signed by both parties.
- j. The cost for any such renovations, upgrade and/or modification of the proposed accommodation referred to above shall be to the account of the tenderer (Tenant installation).
- k. A comprehensive maintenance plan for the proposed building, must accompany these RFP.
- l. The Department reserves the right to re-negotiate the terms of these RFP at any time before appointment, including the terms relating to pricing changes and escalation.
- m. The Property should be zoned for business or any other zoning that will accommodate clinic.
- n. All the compliant certificates should be available and valid during handing over of the building to the Department.

2.23. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and submission of proposals and related documentation, including tenderer presentation to the Department, will be borne by each tenderer.

2.24. CLARIFICATION OF TENDERS

Prior to contract award, the Department may, at its sole discretion, seek clarification from any tenderer regarding any proposal information and may do so without notification to any other tenderer. This does not mean that the Department will accept additional documents from tenderers after closing date, it is just for clarity seeking purposes.



2.25. TECHNICAL PROPOSAL

SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY:

2.25.1. Objectives and Priorities

The technical design brief is a written section in the project brief which interprets and translates the clinical needs into terms of reference for the professional consultant / design team. This is used to develop spatial configurations through technical documentation which is used by the building contractor for construction.

The development of a detailed technical design brief should be undertaken by suitably experienced or qualified health facility planner(s) or specialist healthcare built-environment professional(s) who are independent of the contractors, professional consultants or implementing agents. This is irrespective of whether the model for infrastructure delivery is conventional or contemporary (design; design & build; or design, build & operate).

The technical design brief needs to provide a clear framework for the development of a design that meets the needs, resources, and aspirations of the clinical service providers as a user client. A good, thorough brief will form the basis of the agreement between the implementing agent, on behalf of the client, and the design team.

Clarity on services, costs, timings and procedures is vital to the relationship. The brief should provide a coherent description of the project, which can be understood by all those likely to use it. It should clearly identify the objectives and main priorities of the project. It should articulate the specific needs of the client and also the issues relating to the site and situation which the design team will have to address and respond to in the design and development of the facility.

The technical design brief may include a 1:100 schematic layout drawings and three dimensional drawings describing high level preferences for interdepartmental flow relationships, initial user room requirements, and room data sheets and standard sets. A feasibility study should assess whether the expectations described in the clinical services brief are - with respect to infrastructure - compatible with the identified land, bulk services, zoning constraints etc.

To communicate the client's expectations to the design team the following should be set out:

- The mission and vision for the project
- The performance requirements and measures
- Practical requirements for the relationship between spaces, focusing on performance requirements rather than detail
- A pro-forma room requirement list arising from the functional spaces identified in the clinical services brief
- The design criteria and principles for the design

The brief should convey all relevant information or data related to the site and its environs, including:

- The state of any existing buildings
- The conditions of the site (contours, boundaries, vegetation, etc.)
- Geo-technical information, if available
- Instruction and expectations related to roads, paving and parking
- Environmental Impact Assessment report, if available



- Information regarding bulk services (sewerage, water, electricity) including availability, capacity and reliability should be provided, where this is available.

The relevant information, where available, should be noted in text and appended in full to the briefing documentation.

Additional information and documentation that will be essential to this process are:

- Project specific information:
 - Location of site
 - Ownership
 - Access routes and accessibility to site
 - Traffic impact
 - Land use definition
 - Residual buildings and structures
 - Heritage components
 - Contour of the land intended for development
- Generic Information:
 - Regulations – deem to satisfy
 - IUSS 46 work packages
 - Design briefs of projects comparable in size, service package and configuration
 - Hospital design principles
 - Space requirement
 - Material specifications
 - Performance requirements and specifications
 - Empirical evidence about space standards

2.2. Compiling a pro-forma user room requirement list

A pro-forma user room requirement list is to be included in the brief. The professional consultant team will use this during design development and to prepare a schedule of accommodation. The pro-forma user room requirement list should be compared to the schedule of accommodation during approval gateway process for quality control purposes.

The clinical services brief describes the functional space-drivers according to the service norms in the form of required room-type. Space-drivers are, for example, consulting rooms for OPD or beds for a ward.

The technical design brief interprets the required room-types into a pro-forma user room requirement list, complete with support spaces, circulation spaces, public spaces, structural floor space and building services areas.

The building services areas include:

- Mechanical
- HVAC
- Electrical Services (UPS and Emergency Generator)
- High Tension Substations (HT)



- Low Tension Substations (LT)
- Medical Gas
- Medical Air
- Vacuum
- Boiler
- Water

Based on the anticipated throughput specified in the service package defined in the clinical services brief (see previous section), together with the building services areas (above), a pro-forma user room requirement list can be developed. A pro-forma user room requirement list is an itemised list of rooms by type and number – associated with a particular service(s)/ department which the briefing team would expect would need to be built in order to deliver the specified services. It is recommended that the IUSS:

Facility Assembly Schedule Toolkit (FAST) free software is used for this purpose. See IUSS:GNS Facility

Assembly Schedule Toolkit (FAST) briefing tool.

The clinical-need space-identification may not be complete or comprehensive enough for design purposes. Therefore, a detailed schedule, that should include areas such as public ablutions, horizontal and vertical circulation, niches for firefighting equipment, plant spaces and ducts, must be developed.

Functional spaces that are open-plan or with unclear boundaries must be clearly defined in order to refer to it with a unique space reference number for planning and costing purposes. For example, nursing stations, reception desks and security points.

2.25.2. Application of the room classification system

The requirement to measure in locations and according to building elements on all projects (that is, in accordance with the approved room classification system) was made mandatory on 17 February 2014 in the Government Gazette No. 37348. This applies to all building projects documented for tender purposes from the date of publication. Instructions to professional consultants are contained in IUSS: GNS Space Guidelines - Professional Service Provider Instructions for Quantity Surveyors and Architects.

The purpose of the classification system is two-fold. In measuring completed facilities the data will be used to build a database of areas for all types of spaces as designed to inform the average size assumptions, driving the cost estimator (1). The room classification will, in itself, be used as a planning verification tool during the planning stages to verify that all required rooms are present for designs presented for approval (2).

Implications of this are as follows:

- The scope of work for professional consultants must make provision for applying the methodology
- The pro-forma room requirement list contained in the technical design brief should provide room names and classification codes
- The technical design brief should explicitly invoke and append IUSS: GNS Space Guidelines -Professional Service Provider Instructions for Quantity Surveyors and Architects.



All functional and other spaces to be planned for should be identified, before planning commences. These spaces should be complete with indicative floor areas obtained from the relevant IUSS generic room requirement sheet, IUSS document or in the absence of these, as determined by the user.

2.25.3. Conceptual Analysis

Conceptual analysis is the tool to verify a clear understanding of the clinical- and technical design briefs, resulting in optimal planning. Each health facility consists of a unique service package and level of services rendered with a unique amount of spaces to render the services. Therefore, two facilities can hardly be identical. However, principle similarities will occur. Inter-dependency between various units should be well understood within a particular type of health facility and conveyed in the brief in order to formulate a suitable design response.

Conceptual planning is a methodology whereby coloured geometrical shapes (polygons), out-lined in black, are used to denote relative associations between clinical functional spaces and units in a logical relational context to each other, based on the inter-dependency of these functions or units. Relational planning and circulation principles or flow of goods (supplies and waste) and people for each unit is essential to develop an acceptable concept. The brief must therefore clearly convey the functions and work-flow processes taking place within a clinical environment.

2.25.4. Relational planning

The relational planning requirements illustrate, at a conceptual level, the preferred or desired relationships between various components of a healthcare service, in order to maximise critical relationships, improve clinical operational efficiency and to do so in a way which also takes into account engineering services, supplies, building operations and maintenance. This task should therefore be completed by both the clinical and technical brief writers. Relational planning must be communicated in the overall brief on four levels, namely:

- The site relational planning
- Inter-departmental relational planning
- Intra-departmental relational planning
- Spaces relational planning

Site relational planning

Facilities are typically conceptualised as comprising three distinct functions which, when taken in conjunction with contextual cues, generally inform the basic layout or architectural configuration.

- Clinical in- and outpatient services (or clinical services)
- Clinical support services
- Hospital support services (sometimes also referred to as facilities management)

Inter-departmental relational planning

The facility should be planned with sensible functional zoning of user areas. The following points should be considered:

- A service delivery component may span over more than one architectural configuration
- Service delivery components generally require a number of different rooms and room types



- A room type may be found in more than one service delivery component
- A room type may also vary from one unit/ department to another
- Allocation of area utilization on a specific site
- Inter-dependency of the various Departments/Functional Units/Divisions
- Regulation of movement in the facility with reference to public-patients-staff-goods
- Separation of clinical and non-clinical spaces to prevent cross-infection in a health facility
- Internal configuration of “Departments/Functional Units/Divisions” based good operational principles
- Space relational planning for all equipment, staff, patients and movement within every room

Intra-departmental relational planning

The functional flow and zoning within a department must be defined to ensure practical optimal use of space. Flow diagrams can be prepared at intradepartmental level to convey flow of staff, patients and goods within a functional planning unit/department. Adjacency diagrams should be prepared by the briefing team to communicate relationships between various components of a healthcare facility.

Space relational planning

The planning of space within rooms is determined by the activities and equipment in the room. Ergonomic considerations and circulation space required in the room are important. Generic room data sheets may be used as a basis for briefing.

2.25.5. Standard Specifications

The section deals with specifications that are required for practical reasons.

The following criteria should be considered when selecting the finishes in the functional areas:

- infection prevention
- maintenance of a clean environment
- the application of low maintenance finishes is required where possible, but definitely on the external face of the building
- prevention of water penetration through the roof and walls is a main consideration, even for maintenance
- window and door openings should be carefully designed to prevent water penetration into the building when left open during rainy weather, wind and dust storms
- use of texture is also important:
 - dust collection on wall textures and fittings in clinical areas should be avoided
 - washable surfaces are required in various areas on walls and floors for example theatres, etc.
 - circulation routes for trolleys should be smooth, even in transition areas between different finishes and from outside to inside
 - slip-resistant floor finishes area required in public circulation areas, kitchens, laundries and bathrooms etc.



Passive sun and temperature control, through design, must be considered.

The use of colour and graphics are required for:

- way finding
- orientation
- identification
- mood setting in children's wards, maternity wards and nurseries

Flooring considerations:

Floor gradients must be considered in the following cases:

- healthcare facilities must be accessible by users confined to a wheel chair
- hospital beds and equipment must be able to be evacuated via escape ramps
- pushing heavy mobile healthcare-technology equipment between various locations in a health facility must be accommodated.

Attention is to be paid to special floor structural design to accommodate heavy healthcare-technology equipment that may weigh up to 3 tons.

The following should be considered regarding heights of ceilings and fittings:

- Ceiling-mounted healthcare-technology equipment must be mounted to the correct user height.
- In mental health facilities the ceiling has to be 2.5 meters above any low wall, bed base or mountable object in the room.
- Concrete ceilings should be used in the night-time areas in mental health facilities to prevent escape possibilities and damage to ceiling-mounted fittings.
- Bed head service height to be about 1.6 to 1.7 meters above floor level.
- Gutter and external wall heights for mental health areas must be considered.
- Perimeter fencing or walling enclosing day time areas in mental health facilities should be 4.5 meters high to prevent scaling of the face to escape.
- Door and passage way heights should accommodate transportation of healthcare-technology equipment to a clear opening height of 2.1 meter and a width of 1.6 meters wide.

Firefighting equipment is to be installed in such a way that it:

- does not obstruct escape routes
- cannot be tampered with, but is accessible when required
- cannot be used as a weapon in mental health facilities

Standard specifications on electrical and mechanical services, developed by the CSIR, should be consulted for planning purposes.



Design detailing and material use should accommodate easy maintenance, for example:

- servicing of water, sewer and waste-water reticulation should not be done from within a clinical space but from the outside or properly sized service ducts.
- replacing light bulbs and fittings in high to reach places.
- cleaning of all windows inside and outside the building.
- the use of vinyl on wall surfaces creates a health hazard as it becomes a breeding place for insects.
- hard-wearing surfaces should be considered in high volume traffic areas without compromise to the use trolleys.

2.25.6. Area Norms

Area norms are calculated for a three-dimensional space defined by the clinical activities taking place, the number of clinical staff and patients in the space, and the healthcare technology equipment required to support the activities.

The operational policies in place may influence the minimum logical space requirements for the clinical function intended. Interpretation of these operational policies may lead to variations in the design. Various schools of training in the clinical and designer environments may also lead to differences in area norms between multiple facilities.

Area norms should be guiding and not prescriptive and should be developed over a period of time in response to various factors. Some of the factors that influence the area norms are mentioned below:

- Policies and requirements may change over time and through the lifecycle of a facility, even during planning and execution stages.
- Teaching platforms will add to the area criteria for a space or configuration.
- Availability of sufficient staff numbers to render a particular clinical service will also shift the approach of clinical operations and space design.
- Equipment changes occur as technology develops.
- People may differ in posture (height and width) from one culture to another.

An ideal layout for each possibility should be investigated and developed as a guide assisting designers to understand the underpinning principles for a particular space or configuration.

Area norms form the basis of the cost models developed to guide budgeting for a project from its inception stages to the final account and even maintenance over the lifecycle of a facility.

When area norms from different global communities are compared, care should be taken not to apply it directly to the intended facility for a specific community.

2.25.7. Directives essential to successful technical design briefing

The briefing authority should review the relevant IUSS documentation to ensure that the technical processes are consistent with the particular current provincial and local regulations, service policies and expected practices. The technical design brief should then simply refer to the relevant core IUSS healthcare environment/ crosscutting guidance documentation. This does not need to be recreated. The specific IUSS documents of interest should be individually identified, by name. A



detailed exception report is to be prepared where the service provision or requirement is to deviate from the IUSS guidance. This must include a motivation for the variance, formal resolutions from appropriately authorized persons to this effect, detailed descriptions of substitutions or alternates (where appropriate) and cost implications.

The technical design brief should give guidance about various processes and principles:

- Strategic location of facility
- Environmental Impact Study
- Climatic conditions
- Flood plain risks
- Traffic Impact Study
- Aviation for emergency aircraft
- Geological survey
- Seismic activity
- Feasibility study
- Public accessibility via public transport and roads systems
- Bulk infrastructure provision
- Radio towers
- Preservation of heritage buildings
- Site orientation and zoning to identify the positioning for building components, roads, parking and landscaping
- Security and access control
- Entry points to building facility
- Department orientation and placement relating to the entrances
- Circulation and movement of public, staff, patients, clean supplies, dirty linen and waste management
- Relational planning principles
- Unit configuration principles
- Space requirements (width, length, height, health technology, medical gasses, electrical and wet services, lighting, HVAC, finishes and colour)
- Area requirement and related costing guidance
- Standard specifications for the use of materials in the building
- Branding/ aesthetic design preferences and requirements
 - Detailed pro-forma room requirement list



2.25.8. INSPECTION:

The Department of Public Works and Infrastructure considers it a condition of contract that in contracting with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that they may wish to inspect. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works and Infrastructure.

2.26. INSTALLATION OF INFORMATION AND COMMUNICATION TECHNOLOGY INFRASTRUCTURE

- 2.26.1.** This scope is for the installation of network points, incl. trunking, network cabling, points, testing and labelling, network schematic and professional services.
- 2.26.2.** The installation and commissioning of information and communication technology must be installed according to SITA requirements and standards.
- 2.26.3.** The end – user (Client Department) will be responsible for the installation of all ICT related equipment at own cost.
- 2.26.4.** Network points should correspond to the number of officials who are listed above and also fact points for other office equipment and machinery.

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

SECTION 3

BID OFFER



SECTION 3: BID OFFER

1. BID OFFER – CLINIC

Bid no:	DPWFS RFP 008/2023	Closing date:	06 November 2023
Advertising date:	29 September 2023	Validity period:	90 days

2. ACCOMMODATION PARTICULARS

Name of building	
Address of building	
Market Value of building	
Municipal valuation of building	
Gross floor area of accommodation	m ²
Date accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	
Value Added Tax Number	

3. RENTALS (CLINIC FACILITY, STORES AND PARKING)

	Clinic facility	Stores	Parking	Water Backup system
Lettable Area	m ²	m ²		
Parking bays				
Rental per month	R		R	
VAT per month	R		R	
Total per month	R		R	

Tariffs	R /m ²	R /m ²	R each
VAT	R /m ²	R /m ²	R each
Total (1)	R /m ²	R /m ²	R each
Escalation Rate	%	%	%

Operating Costs (<u>Provide / Attach details on what costs entail</u>)	R /m ²	R /m ²	
--	-------------------	-------------------	--



VAT	R /m ²	R /m ²	
Total (2)	R /m ²	R /m ²	
Escalation Rate	%	%	
Total (1 + 2)	R /m ²	R /m ²	R each
Alteration Cost for Lessor:	R	R	

4. RESPONSIBILITIES

Note: The state is not prepared to accept responsibility for services or costs involved as per grey areas. (Indicate where applicable)

a. Services	State	Lessor	Estimated cost per month
i. Water consumption			
ii. Electricity consumption			
iii. Sanitary services			
iv. Refuse removal			
v. Domestic cleaning service			
vi. Consumable Supplies			

b. Maintenance	State	Lessor	Estimated cost per month
i. Internal maintenance			
ii. External			
iii. Garden (If applicable)			
iv. Air conditioning			
v. Lifts			
vi. Floor covering: normal wear			

c. Rates and Insurance	State	Lessor	Estimated cost per month
i. Municipal rates & Increases			
ii. Insurance & Increases			
iii. SASRIA insurance + Increase			

d. Other Responsibilities	a.State	Lessor	Estimated cost per month
i. Contract costs			



DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M² CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.

ii.	Stamp duty			
iii.	Firefighting equipment			
iv.	Cost of alterations			

Note: State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

5. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. PARTICULARS FOR PAYMENT OF RENTAL:

Person/Organisation to whom cheque must be issued	
Postal address	
Telephone no.	
Cell. No.	
e-mail address	

7. INCOME TAX REFERENCE NUMBER:

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)		
Name of owner / Duly authorised representative	Signature	Date

8. COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:	DPWFS RFP 008/2023	Closing date:	
Advertising date:		Validity period:	90 DAYS

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT

I, _____ duly authorised to represent



_____ (the tenderers name) acknowledge that I as
_____ shall ensure that _____ (description of the property
in question) complies in every respect with the requirements of the following Acts, Regulations and By - Laws:

- i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- iii) The Municipal by-laws and any special requirements of the local supply authority.
- iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works and Infrastructure immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

1. WITNESS:

Name of witness	Signature	Date

2. WITNESS:

Name of witness	Signature	Date

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

GENERAL CONDITIONS CONTRACT (GCC) LEASE AGREEMENT

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

Annexures



Mandatory documents

Annexure A

Provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services.

Attach documentary proof.

CONTRACT NO: DPWFS RFP 008/2023

DESCRIPTION: PROPOSALS FOR THE LEASE OF APPROXIMATELY 1054 M²
CLINIC FACILITY WITH 1 AMBULANCE PARKING BAY ONSITE.



**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

Mandatory documents

Annexure B

Valid proof of registration on the National Treasury's Central Supplier's Database (CSD).

Attach documentary proof.



Mandatory documents

Annexure C

Valid original or certified proof of property ownership registration (Deeds Registration) or Sales Agreement of the building which is exchanging hands and Certified copies of Directors' Identity Documents.

Attach documentary proof.



Mandatory documents

Annexure D

The building must be within the geographic boundaries specified in the tender documents in Senekal, Setsoto Local Municipality. Provide detailed information about the building, i.e. name (if applicable), street address and GPS co – ordinates of the building.

Attach documentary proof.



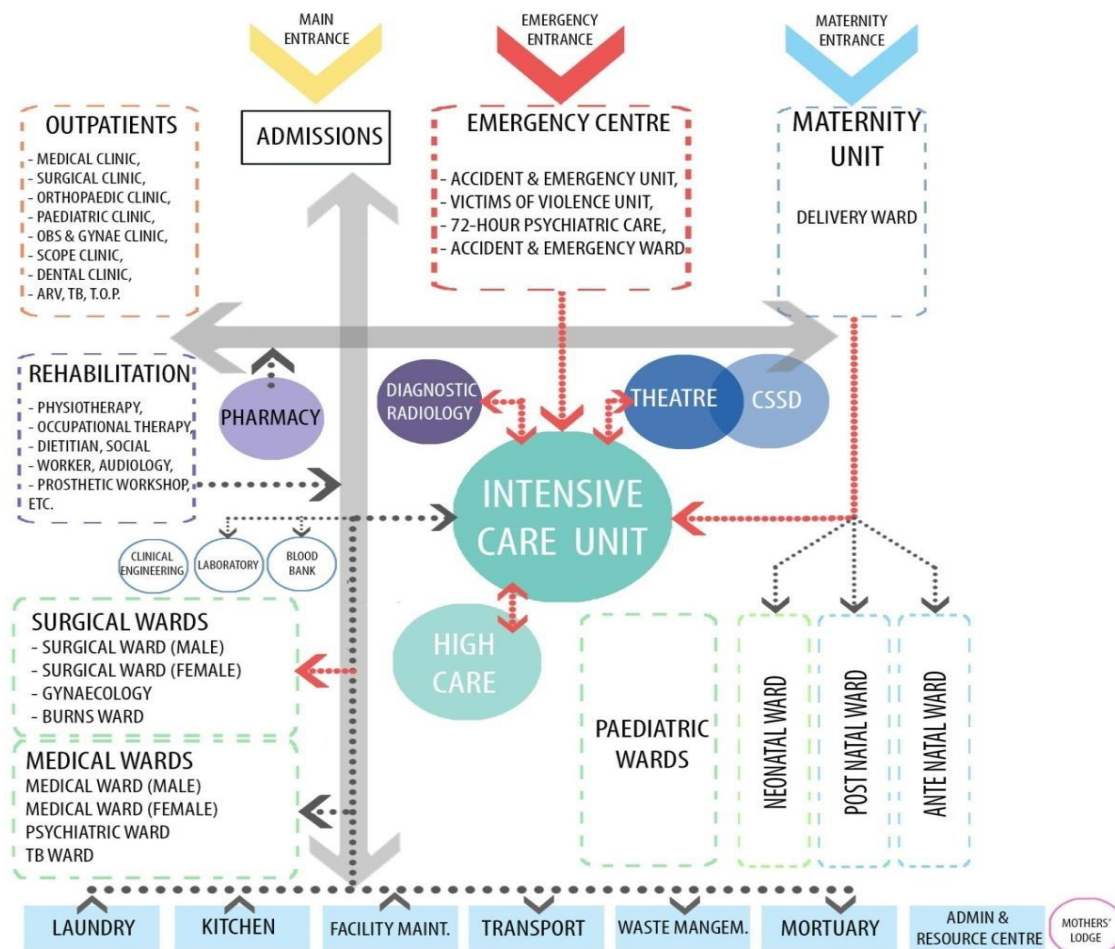
Mandatory documents

Annexure E

The size of accommodation offered may not be less than the minimum lettable area specified in the tender documentation. Attach Space Planning Layouts complete with area sizes.

Attach sample **layout plan**, complete with area sizes, of the property which will accommodate clinic facility needs of the Department issued by a registered Architect with the South African Council for the Architectural Profession (SACAP)

Attach documentary proof.





Mandatory documents

Annexure F

Complete and sign Annual Financial Statements Declaration attached to the RFP document.

Attach financial statements and / or income statement and the balance sheet as support for the declaration.

- Bank Statement
- Pre-Approval of funding from a registered funding institution
- A confirmation letter from a registered funding institution to confirm the intention to fund

Attach documentary proof.



Mandatory documents

Annexure G

Attach a **SAPOA Area certificate** to confirm the proposed area or area certificate issued by a professional Property Valuer registered with SACPVP or Architecture registered with South African Council for Architectural Profession SACAP for the proposed area for leasing.

Attach documentary proof.



SAPOA Area Certificate

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

Size: _____
 Building _____
 Name: _____
 Floor _____
 Number: _____

2. Location of Building

	Description of particulars required	
1	Street address	
2	GPS co-ordinates	
3	Google Maps satellite print out clearly identifying the building	Attach to this Annexure
4	Stand/ERF number	



Mandatory documents

Annexure H

The property should preferably be **zoned for a CLINIC** or any usage which permits such.

Attach documentary proof.



Building Type

Annexure I

The building after renovation must be Grade B, and must meet following minimum requirement:

- a. Generally, not older than fifteen (15) years or buildings which have had major renovation;
 - Insert Write up on the Building Condition, particulars of Maintenance that has been conducted in respect of the property and provide details of planned Maintenance

Attach documentary proof.



Building Type

Needs Analysis of accommodation

Annexure J

- 1) **Security** (provide evidence i.e. pictures, approved drawings etc.)
 - a. *All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access points.*
 - b. *External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick.*
 - c. *All window must have burglar guards and all doors must have security gate.*
 - d. *Clinic facilities must be secured with fence and have 3 gates*



Needs Analysis of accommodation

Annexure K

- 2) **Record rooms** (provide evidence i.e. pictures, approved drawings etc.)
- a. Record rooms, on each floor, shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record rooms shall be of masonry of not less than 220mm or of concrete of not less than 120mm thick or of such structure approved by the Department of Public Works and Infrastructure.
 - b. Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works and Infrastructure.



Needs Analysis of accommodation

Annexure L

- 3) **Room areas and partitions** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *Partition walls shall be used to divide the total floor area of the building into consultation rooms and areas such as kitchens and ablution facilities should be brick-wall.*
 - b. *The walls shall have a noise reduction factor of not less than 45dB within a range of 100 to 1000 hertz.*



Needs Analysis of accommodation

Annexure M

- 4) **Passage width** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided.*



Needs Analysis of accommodation

Annexure N

- 5) **Floor to ceiling heights** (provide evidence i.e. pictures, approved drawings etc.)
- a. *A clear floor to height of as close as possible to 2.4 - 2.7m throughout shall be maintained in all general areas of the building.*
 - b. *Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.*



Needs Analysis of accommodation

Annexure O

- 6) **Doors, locks and keys** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *All offices shall be provided with a door of at least 900mm and each fitted with a good quality four lever mortice lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building.*



Needs Analysis of accommodation

Annexure P

- 7) **Floor covering** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *Floor covering, in a form of vinyl tiles, and ceramic tiles in ablution facilities and kitchens, must be of an acceptable standard and quality to last at least 10 years.*



Needs Analysis of accommodation

Annexure Q

- 8) **Power points** (provide evidence i.e. pictures, approved drawings etc.)
- Consultation rooms and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof.*
 - The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.*
 - Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.21.*



Needs Analysis of accommodation

Annexure R

- 9) **Lighting** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *Each office shall be provided with its own light switch (Green LED light bulbs and sensors) in a suitable position near the floor.*



Needs Analysis of accommodation

Annexure S

- 10) **Telephone** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of accredited service provider.*



Needs Analysis of accommodation

Annexure T

- 11) **Trunking** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *The trunking (Double power skirting) servicing the building must conform to the latest technological standards.*



Needs Analysis of accommodation

Annexure U

12) **Toilet facilities** (provide evidence i.e. pictures, approved drawings etc.)

a. *Males-staff and public*

- One WC for every 15 persons to a total of 60 and thereafter one for every 20 person additional persons thereof.

b. *Females- staff and public*

- One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.

c. *Physically challenged persons*

- Toilet facilities for physically challenged persons have to be provided according to norms and standards.



Needs Analysis of accommodation

Annexure V

13) **Generator and UPS** (provide evidence i.e. pictures, approved drawings etc.)

Tenderer must make provision for backup power supply which the Department will decide with its own discretion on whether they will take it or not.



Additional information

Annexure W

Any other additional information that the tenderer wishes to provide.

Attach documentary proof