

**PART B: SCOPE OF WORK**

SA Tourism Tender Number SAT 222/24 - Appointment of Qualified Office Space Planners and The Professional Team for Turnkey Solutions at Bojanala House SAT Head Offices Redesign and Construction in line with Professional Client / Consultant Services Agreements (PROCSA)

Bid Description	
Appointment of Qualified Office Space Planners and The Professional Team for Turnkey Solutions at Bojanala House SAT Head Offices Redesign and Construction in line with Professional Client / Consultant Services Agreements (PROCSA)	
Bidder Name:	
CSD MAA number	MAAA
Tender Number:	SAT 222/24
Closing Time:	
Closing Date:	
Non- Compulsory Briefing Session:	
Bid Submission Address	<p>https://e-procurement.southafrica.net</p> <p>SA Tourism has developed and implemented an online e-procurement Portal, enabling bidders to respond to procurement opportunities as and when SA Tourism issues them. The Portal is the official Portal for SA Tourism, ensuring an open, transparent, and competitive environment for any person participating in the procurement processes. The Portal enables a bidder to register as a supplier on the system, RSVP to tender briefings, and submit tender responses on the Portal. The Portal's URL (https://e-procurement.southafrica.net) is compatible with Google Chrome, Microsoft Edge, Internet Explorer, Firefox, and Safari. Therefore, interested bidders should immediately consider registering and submitting their bid proposals on the Portal, which has specifically been developed and implemented for this purpose. The supplier user manual can be viewed and downloaded on SA Tourism's website at https://www.southafrica.net/gl/en/corporate/page/tenders. Therefore, all bidders should note that the physical drop-offs and courier of bid responses to SA Tourism's physical address are no longer permitted. Prospective tenderers must periodically review both http://www.southafrica.net/gl/en/corporate/page/tenders and https://e-procurement.southafrica.net for updated information or amendments concerning this tender, before due dates.</p>

	<p>Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects may invalidate the tender. Tenders must be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used. Tenderers will check the numbers of the pages and satisfy themselves that all are included and duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.</p> <p>No tenders transmitted by telegram, hand delivery telex, facsimile, E-mail, or similar apparatus will be considered.</p>
Email Address	tenders@southafrica.net

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC), AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1 CLOSING DATE

The closing date for submitting proposals is **25 March 2025 at 12h00.** No late submissions will be accepted.

2. TENDER SUBMISSION LINK

2.1 SA Tourism has developed and implemented an online e-Procurement Portal, which will enable bidders to respond to procurement opportunities as and when SA Tourism issues them.

The portal is the official portal for SA Tourism, which ensures an open, transparent, and competitive environment for any person participating in the procurement processes.

The portal enables a bidder to register as a supplier on the system and to RSVP to tender briefings and to submit tender responses on the portal.

The Portal's URL (<https://e-procurement.southafrica.net>) is compatible with Google Chrome, Microsoft Edge, Internet Explorer, FireFox and Safari. Interested bidders should with immediate effect consider registering and submitting their bid proposals on the portal which has specifically been developed and implemented for this purpose.

Bidders to use Microsoft recognised files such as PDF, Excel, and ZIP file as an exception as this is generated from a Microsoft Windows tool. The following files will be accepted on the e-procurement portal: .zip, .pdf, .doc, .docx, .tif, .tiff, .png, .jpeg, .jpg, .xls, .xlsx, .pptx and .dotx

Bidders are encouraged to upload tender proposals way ahead of time to avoid any disappointments due system errors file size, wrong file types/unsupported files (RAF files) etc. SA Tourism will not accept late submissions for any reason.

All bidders should therefore take note that the physical drop-offs and courier of bid responses to SA Tourism's physical address is no longer permitted.

Prospective tenderers must periodically review both <http://www.southafrica.net/gl/en/corporate/page/tenders> and

<https://e-procurement.southafrica.net> for updated information or amendments concerning this tender before the due dates.

- 2.4 Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

3 CONTACT AND COMMUNICATION

- 3.1 A nominated official of the bidder(s) can make inquiries in writing, to the specified
- 3.2 Bidders are to communicate any technical inquiries through the nominated official in writing no later than **01 March 2024 at 12:00** via email at tenders@southafrica.net. Bidder(s) must reduce all telephonic inquiries to writing and send to the above email address.

All responses will be published by **14 March 2024 at 12h00**.on the following links:

<https://www.southafrica.net/gl/en/corporate/page/tenders>

3.3. VALIDITY PERIOD

The tender proposal must remain valid for at least five (5) months after the tender due date. All contributions/prices indicated in the proposal and other recurrent costs must remain firm for the period of the contract.

4 DURATION OF THE CONTRACT

South African Tourism intends to enter into a contract for the Appointment of Qualified Office Space Planners and The Professional Team for Turnkey Solutions at Bojanala House SAT Head Offices Redesign and Construction in line with Professional Client / Consult-ant Services Agreements (PROCSA).

Phase 1 - Consultation and BU Engagement: Estimate duration within one month

Phase 2 - Design Options - 3 Office Layout Options for selection by SAT: Estimate duration within three months

Phase 3 - Final Detailed Designs meeting the Green Building Council of South Africa requirements for Existing Building Performance Green Start Rating Tool: Estimate duration within three months.

Phase 4 - Develop the BOQ for the Appointment of the Main Contractor, Sub-Contractors, Construction, and Completion. Estimate duration within eight months.

Phase 5 - Project Management, Close-out, and Handover Certification: Estimate duration within two months

5 DETAILED SCOPE OF WORK

5.1 Scope of Work (SOW)

- 5.1.1. Undertake an analysis of the current office space usage, functioning, and company mandate.
- Ground Floor - 1 356.00 m²
 - First Floor - 1 351.00 m²
 - Basement - 62 parking bays
 - Guardhouse - 17 m²
- 5.1.2. Conduct engagements and consultations to solicit the business unit's office space redesign requirements [Needs Assessment].
- 5.1.3. Propose improvements for optimal office space usage and align to the diverse business unit requirements.
- 5.1.4. Introduce modernized office space arrangements aligned to diverse business unit demands, productivity outputs needs, and overall functional space planning best practices.
- 5.1.5. Introduce, apply, and include technology recommendations where needed to improve productivity and overall space utilisation satisfaction.

- 5.1.6. Introduce effective use of meeting spaces, boardrooms, open spaces, and closed office spaces.
- 5.1.7. Introduce a leisure and engagement area where staff can network, interact, breakaway, and eat.
- 5.1.8. Introduce inspiring workspaces for ideation or workplace personal inspiration and or entertainment
- 5.1.9. Project facilitation to bring in the services of the comprehensive professional team required for all stages, including planning, implementation, and project management of the construction project to completion, close-out, and handover.
- 5.1.10. Develop three(3) office layout options based on each business unit's requirements for SAT selection.
- 5.1.11. Develop detailed designs for the option selected by SAT.
- 5.1.12. Develop comprehensive, detailed designs for local authority approval.
- 5.1.13. Develop project costing for the comprehensive, detailed designs and the complete BoQ and input for the terms of reference and/or specification for the construction phase.
- 5.1.14. Facilitate all close-out or handover processes, including all certifications and compliances.

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