

INVITATION TO TENDER

FOR APPOINTMENT OF A REPUTABLE AND CAPABLE SERVICE PROVIDER FOR THE FINANCING OF QCTO OFFICE BUILDINGS (R60 MILLION BOND OVER 10 YEARS)

TENDER NO: QCTO 13/2024

Closing Date	Address for Submission
Date: 14 August 2024 Time: 11:00 am	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

Late Submissions will not be considered

Bidder's Name		
Address		
Contact person		
Contact numbers	(w)	(cell)
Email address		

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1. INTRODUCTION

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO amongst others are to develop standards for occupational qualifications including trades and skills programs, accredit skills development providers, and assessment centres, assessments, quality assurance and issue certificates to qualifying learners. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programmes. The QCTO has approximately 120 staff members and QCTO external stakeholders, is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za/>.

Quality Council for Trades and Occupations (QCTO) intends to purchase office buildings with a value of approximately R100 million. The entity has liquid cash of approximately R40 million that would be used as a deposit towards the purchase of the office buildings and intends to find a suitable service provider to provide R60 million bond towards the purchase of office buildings (R60 million bond for 10 years). The prospective bidder is required to comply with the General Conditions of the offer, as well as the specifications are requested to complete this tender document, together with all the standard bidding documents in full.

Briefing Session Information

Compulsory Virtual Briefing session

Date: 01 August 2024

Time: 11:00am – 12:00pm

Link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGY1ZDgxMDMtN2UwNi00ODM5LTllZmEtNmYzYWVkZWY0ZjVh%40thread.v2/0?context=%7b%22Tid%22%3a%221aaf8259-7fdc-4376-8b09-18fa797adeed%22%2c%22Oid%22%3a%22d8949991-2040-4fad-9d59-2fdc1be1da96%22%7d

1.1. TENDER SUBMISSION AND COMPLIANCE

Prior to submission, the tenderers must check that all pages are properly numbered, and all required documents are signed and initialled. QCTO will hold the duly authorised signatory liable on behalf of the tenderer.

NB: Please create an index page for ease of reference. Paginate your proposal submission by using numbered file dividers or a similar system.

Each page should be initialed with black ink

Bidders must adhere to the below list for submission

I/We have attached to this document:	Tick if submitted		Office use
<ul style="list-style-type: none"> Four hard copies of the technical bid document including the duly completed terms of references document (initialled by authorised signatories) 	Yes	No	
<ul style="list-style-type: none"> Submission one tender pricing together with the completed SBD 3.3 (Separately sealed in an envelope labelled PRICING). 	Yes	No	
<ul style="list-style-type: none"> One (1) USB Submission of the technical bid document including the duly completed terms of references document (initialled by authorised signatories) 	Yes	No	
<ul style="list-style-type: none"> Duly Completed Standard Bidding Documents (SBD 1, SBD 4, SBD 6,1) 	Yes	No	
<ul style="list-style-type: none"> Proof of Briefing session attendance (Screenshot of session) 	Yes	No	

1.2. PRICING

- 1.2.1. The tenderer must submit details regarding the tender price for the services on the pricing schedule provided in SBD 3.3 and Annexure A (Pricing schedule) The completed form/s must be submitted together with the pricing proposal.
- 1.2.2. Bidders are required to indicate their rates (costs) inclusive of all applicable taxes.
- 1.2.3. The price proposal must include VAT (if applicable).
- 1.2.4. All other cost increases will be negotiated, not exceeding the actual inflation rate (CPI).

NB: FAILURE TO PROVIDE THE PRICING PROPOSAL WILL INVALIDATE THE BID AND RESULT IN IMMEDIATE DISQUALIFICATION OF THE PROPOSAL.

1.3. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the tenderer being in a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and addresses of the partners, members or directors (as the case may be) must be submitted with the tender.

1.4. CONSORTIUMS AND JOINT VENTURES

- 1.4.1. If the tendering unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), which does not have a joint track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities, as the case may be, not be met, the tendering unit will be disqualified.
- 1.4.2. It is recognised that tenderers may wish to form consortia to provide the services.

1.4.3. In response to this invitation to tender, a consortium shall comply with the following requirements:

- 1.4.3.1. A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members.
- 1.4.3.2. The tender document shall be signed so as to be legally binding on all consortium members;
- 1.4.3.3. One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between the consortium members;
- 1.4.3.4. The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any or all the members of the consortium;

2. AIM OF PROPOSAL

Quality Council for Trades and Occupations (QCTO) intends to purchase office building with a value of approximately R100 million. The entity has liquid cash of approximately R40 million that would be used as a deposit towards the purchase of the office building and intends to find a suitable service provider to provide R60 million bond towards the purchase of office buildings (R60 million bond for 10 years).

3. BACKGROUND

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended). Its role is to oversee the design, implementation, assessment and certification of occupational qualifications, including trades, on the Occupational Qualifications Sub-Framework (OQSF). The QCTO also offers guidance to skills development providers who must be accredited by the QCTO to offer occupational qualifications.

In summary, the QCTO is responsible for:

Establishment and management of the Occupational Qualification Sub-Framework (OQSF);

- Occupational Qualifications and skills programmes development and maintenance;
- Accreditation of Skills Development Providers;
- Accreditation of Assessment Centres;
- Assessment;
- Certification;
- Research and Knowledge Development; and
- Stakeholder Management and Advocacy.

4. SCOPE OF SERVICES

Below is the scope of services for the appointed bidder , among others but not limited to:

A. Provision of R60 million bond to finance office building

Quality Council for Trades and Occupations (QCTO) intends to purchase office buildings with a value of approximately R100 million. The entity has liquid cash of approximately R40 million that would be used as a deposit towards the purchase of the office buildings and intends to find a suitable service provider to provide R60 million bond towards the purchase of office buildings (R60 million bond for 10 years), moreover the bond should be able to be settled earlier without any penalties or additional costs.

Prospective bidders will be furnished with any additional documents that they may require to do credit vetting and rating assessments.

B. Bond registration

The winning bidder will also be required to register a bond with the Deeds office through their own appointed notaries / lawyers / legal professionals and also facilitate the process of concluding structural insurance with the relevant parties.

5. PROJECT TIMELINES

The bond is required for a period of 10 years. The service provider would be required to register the bond and make funds available within reasonable timeframe provided by the property seller.

6. BOND AGREEMENT

The successful bidders will be expected to enter into a bond agreement with QCTO.

The contract shall be for a maximum duration of 10 years. The agreement should make provision for the QCTO to be able to settle the bond earlier than the required 10 years period.

7. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in or omitted from a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any tenderer, which may include interviewing customer references or other activities to verify a tenderer's other information and capabilities (Including visiting the tenderer's various premises and/or sites to verify certain stated information or assumptions). In these instances, the tenderers will be obliged to provide QCTO with all necessary access, assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO.

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

7.1. STAGE 1: MANDATORY REQUIREMENTS

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements and such documents must be signed by a duly authorized representative. Failure to meet or submit any or all the above mandatory requirements will lead to bidder being disqualified.

I/We have attached to this document:	Tick if submitted		Office use
• Proof of company/closed corporation registration and a copy of CM/CK certificates	Yes	No	
• Copies of the identity documents of those with equity/shares	Yes	No	
• CSD Registration (National Treasury)	Yes	No	
• Letter of Good standing (COIDA) issued by Department of Labour	Yes	No	
• Banks Act, 1990 (Act No. 94 of 1990) (attach banking licence),	Yes	No	
• Financial Sector Charter (FSC) as a Sector Code on black economic empowerment in terms of Section 9(1) of the B-BBEE Act (Act No. 53 of 2003),	Yes	No	
• Financial Intelligence Centre Act (Act No 30 of 2001),	Yes	No	

I/We have attached to this document:	Tick if submitted		Office use
<ul style="list-style-type: none"> Financial Advisory Intermediary Services Act (Act No 37 of 2002), 	Yes	No	
<ul style="list-style-type: none"> Financial Services Board Act (Act 97 of 1990) (attach FSCA license number), 	Yes	No	
<ul style="list-style-type: none"> Code of Banking practice, 	Yes	No	
<ul style="list-style-type: none"> Registered Financial Services Provider. 	Yes	No	

Note: Failure to meet all the above mandatory requirements will lead to bidder being disqualified.

7.2. STAGE 2: FUNCTIONALITY

Only bidders that qualified during the Mandatory Evaluation will be evaluated on functionality. At this stage, the evaluation process will be based on the service provider's responses in respect of their proposals against specifications and quality.

Qualifying proposal will be evaluated on the following:

No	Evaluation Criteria	Guideline	Scoring	Points
1	Capacity and experience	<p>Bidders must have experience in financing office buildings of similar magnitude.(Transaction of minimum of R40 million rand)</p> <p>Bidders must submit proof of bond registration documents for the buildings financed within the past five years (Client confidential information may be blacked out)</p>	<ul style="list-style-type: none"> • 5 and more - properties provided = 40 points • 4 - properties provided = 30 points • 3 - properties provided = 20 points • 2 - properties provided = 10 points • 1- properties provided = 0 points 0 property provided = 0 points 	40
2	Public sector financing experience	<p>Bidders must have experience in financing public sector clients.</p> <p>The bidder must attach reference letters not older than five (5) years from date of bid to qualify for the indicated points.</p> <p>The reference letter must bear the letterhead of the organisation where the financing was rendered</p> <p>QCTO reserves the right to contact these organisations, without prior notice to the bidder.</p> <p>Financing is not only limited to building finance, Vehicles, machinery, and any other financing of public sector entities would be acceptable.</p>	<ul style="list-style-type: none"> • 5 and more than 5 references provided = 40 points • 4 References provided = 30 points • 3 References provided = 20 points • 2 Reference provided = 10 points • 1 Reference provided = 0 points • 0 reference provided = 0 points 	40
3	Qualifications of the key personnel For uniformity;	CV of a dedicated account manager with relevant qualifications and in finance and financing.	<p>NQF / OQSF level 8 and above = 20</p> <p>NQF / OQSF level 7 = 15</p> <p>NQF / OQSF level 6 = 10</p> <p>NQF / OQSF level 5 = 5</p>	20

No	Evaluation Criteria	Guideline	Scoring	Points
	CVs must be on the provided compulsory CV template	NB: The Curriculum Vitae (CVs) of the personnel with highest qualification will be used for allocation of points	NQF/ OQSF level 4 and below = 0	
	Total			100

Each criterion shall be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than **70** out of 100 points on functionality, will not be considered for the next stage

7.3. Stage 3: Price and Specific Goals

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the 90/10 preference point system.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

Step 1 will be the calculation of points for the price where the lowest bid will score 90 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R1 000 000 (all applicable taxes included):

$$P_s = 90 \left[1 - \left(\frac{P_t - P_{min}}{P_{min}} \right) \right]$$

Where: [OBJ]

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the Specific goals contribution where 5 points will be awarded to a Bidder as per table below:

Specific goal	Definitions	Number of Points
Women	Points can be claimed by bidders who have owners/directors who are Black women 50% or more percentage of ownership = 5 Less than 50% percentage of ownership= 0	5
Youth	Points can be claimed by bidders who have owners/directors who are Black persons from the age of 16 to 35 50% or more percentage of ownership = 5 Less than 50% percentage of ownership= 0	5
Historically Disadvantaged Individuals (HDI)	Points can be claimed by bidders who have owners/directors that are Historically Disadvantaged Individuals, females or disabled South African person 50% or more percentage of ownership = 5 Less than 50% percentage of ownership= 0	5

Note: Bidders must provide Proof of B-BBEE status level of contribution for the purpose of reporting to the BEE Commission. Bidders to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria. In the case that B-BBEE certificates are used to substantiate the points, the bidder must submit the full verification report, which shows the percentage of Women, Youth and HDI ownership.

7.4 CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the tenderer's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	90
Specific Goals	10
Total	100

7.5 ACCEPTANCE OF PROPOSAL

QCTO does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender that it deems to be in the best interest of the organization. QCTO reserves the right to accept the offer in full or in part.

QCTO reserves the right to cancel the tender based on the following:

- 7.5.1 No acceptable proposal is received;
- 7.5.2 The requirements are no longer required;
- 7.5.3 There are material errors in the tender documents;
- 7.5.4 The tender price is certified as being exorbitant;
- 7.5.5 The tenders were not advertised on the E-tenders website;
- 7.5.6 Funds are no longer available to cover the expenditure;
- 7.5.7 Deviation from the task directive;
- 7.5.8 Requirements of the bid were not clearly stated hence prices cannot be compared relative to the requirements;
- 7.5.9 The incorrect preference point system used.

8 TENDER VALIDITY PERIOD

The validity period for this tender is 180 days.

9 ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Mr. Marco MacFarlane

Email: MacFarlane.M@qcto.org.za

Contact persons for SCM and administrative related issues:

Mr. Lekhotla Motlounq

Email: tenders@qcto.org.za

ANNEXURE A : PRICING

PRICING TEMPLATE: FOR APPOINTMENT OF A REPUTABLE AND CAPABLE SERVICE PROVIDER FOR THE FINANCING OF QCTO OFFICE BUILDING (R60 MILLION BOND OVER 10 YEARS)

NOTE: All requirements (items and quantities) listed below and included in the price schedule template for completion must be adhered to for costing and evaluation purposes.

PRODUCT/SERVICE:											
GENERAL CHARGES											
Description	Charges Once off	Charges (Year 1):	Charges (Year 2):	Charges (Year 3):	Charges (Year 4):	Charges (Year 5):	Charges (Year 6):	Charges (Year 7):	Charges (Year 8):	Charges (Year 9):	Charges (Year 10):
Interest rate (Prime +- percentage)*											
Interest (Proposed rate X R60 million)											
Administration fees **											
Bond registration costs											
Building insurance ***											
Other costs 1 (Describe)											
Other costs 2 (Describe)											
Other costs 3 (Describe)											
Other costs 4 (Describe)											
TOTAL											

* For the purposes of tender costing, the current prime lending rate is assumed and projected to remain constant over 10 years period – The actual official South African Reserve Bank prime lending rate will be used to determine actual interest on a month by month basis.

** The financial institutions' projected annual increase should be taken into account . (The actual percentage of annual increases may differ depending on actual inflation at future years, an estimate is required for tender purposes based on the organisations' history of fees increases.

ANNEXURE B : Compulsory CV template for Uniformity

Bidders must clearly indicate the Proposed Role in the CV template.

Proposed role	
First name and Surname	
Date of birth	
Nationality	
Professional Membership	
Present position	
Years with the bidder's organisation or Company	

Education

Institution	Duration (Date from - Date to)	Qualification Obtained (e.g., Degree(s) or Diploma(s) (Start from the most recent, Copies of each qualification to be included in the CV pack)

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Professional Experience (Relevant to the Proposed Role))

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

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Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

References (relevant to the Proposed Role)

Name	Organisation	Contact details