

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE					
BID NUMBER:	RFQ040-2022	CLOSING DATE: 12 DECEMBER 2022		CLOSING TIME:	12:00 PM
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Building 4 Berkley Office Park, 8 Bauhinia Street, Highveld Techno Park, Centurion					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Jabulile Sithole		CONTACT PERSON	Lindi Sibiya	
TELEPHONE NUMBER	(010) 593 0533/ 060 302 5937		TELEPHONE NUMBER	(010) 593 0533/ 066 302 5975	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Jabulile.sithole@csos.org.za		E-MAIL ADDRESS	Lindi.sibiya@csos.org.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO</p> <p>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.</p>			

PART B
TERMS AND CONDITIONS FOR BIDDING

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, 2017, 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 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 BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE
FOR A PERIOD OF 12-24 MONTHS**

1. TERMS AND CONDITIONS

**THIS REQUEST FOR PROPOSAL (RFP) HAS BEEN COMPILED BY THE CSOS AND IS
MADE AVAILABLE TO BIDDERS SUBJECT TO THE FOLLOWING TERMS AND
CONDITIONS, WHICH BIDDERS ARE DEEMED TO ACKNOWLEDGE AND ACCEPT:**

- 1 A Bid submitted in response to this RFP will constitute a binding offer that will remain binding and irrevocable for ninety (90) days from the date of submission to the CSOS.
- 2 Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 3 The CSOS reserves the right to amend, modify, withdraw or terminate this RFP or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 4 Should this RFP be amended, the CSOS undertakes to publicize or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 5 A Bidder must submit a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 6 The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 7 The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE
FOR A PERIOD OF 12-24 MONTHS**

- 8 This RFP is not intended to form the basis of a decision to enter into any transaction with the CSOS and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 9 Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFP.
- 10 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may result in disqualification of the relevant entity within the sole discretion of the CSOS.
- 11 Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management ("SCM") Section in writing.
- 12 The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 13 Any requirement set out in this RFP which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process. \
- 14 The CSOS and its advisors shall rely on a Bid as being accurate and complete with the information and proposals provided therein by the Bidders.
- 15 All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

- 16 A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and make an award in the organisation's best interest.
- 17 The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 18 The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFP at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. The Bidder shall bear all expenses.
- 19 In this RFP, the words “service provider,” and “supplier” will be used interchangeably to refer to the Bidder.
- 20 All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 21 All Bids must be formulated and submitted following the requirements of this RFP.
- 22 Bids received after the closing date and time as specified in this RFP shall be rejected.

2. INTRODUCTION

- 2.1 The Community Schemes Ombud (CSOS) Service is established in terms of the Community Schemes Ombud Service Act, 2011 [Act 9 of 2011) to regulate parties' conduct within community schemes and ensure their good governance.
- 2.2 To deliver on its mandate, key amongst the priorities of the organization are:
 - To establish a world-class dispute resolution service within community schemes characterized by organizational excellence and a conducive organizational culture;

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

- To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties;
- To roll out massive educational campaigns to educate and train stakeholders within community schemes and the public at large;
- To enhance community schemes tenure as an alternative tenure option; and
- To develop and implement appropriate organizational systems, controls, and measures to enhance financial, economic, and organizational efficiency.

3. PROJECT BACKGROUND

- 3.1 The CSOS aims to request proposals from service providers to assist in identifying a prime site in the George /Knysna Business centre for the acquisition of its Satellite Office.
- 3.2 The intention is to appoint service providers who are qualified in property management or own commercial properties for leasing in the Polokwane Business centre central business district.

4. PROJECT PURPOSE

- 4.1 The purpose of this Bid is to invite suitably qualified and experienced service providers to submit proposals for the provision of office space and onsite parking facilities, under a lease agreement to the CSOS, for a period of 12-24 months.
- The lease area must be within the range of 120m²- 150m².

5. SCOPE OF WORK AND DELIVERABLES

5.1 OFFICE LOCATION

The office space should be in the Polokwane business or accessible peri-urban district. The office space must be within close proximity to public transport services.

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

5.2 BUILDING FEATURES

5.2.1 The leased floor space size proposed (not the total size of the property) must be within a range of 120-150m². The preferred premises should be easily accessible by public transport (taxis, buses) as well as to people with disabilities. The CSOS requires occupation of the office space facility from **9 January 2023 or as soon as practicable thereafter but not later than 01st February 2023**.

5.2.2 BATHROOM FACILITIES FOR FEMALES & MALES

The Landlord shall hand over fully functional toilet facilities at an agreed occupation date. Bathrooms are to be refurbished and/or fitted with pans, wash hand basins, automatic hand dryers or towels. The Landlord should install sanitation equipment, toilet roll holders, liquid soap dispensers, paper dispensers. The toilet facilities must be provided for males and females, as specified below:

- **2 Female toilets,**
- **2 Male toilets with 2 urinals, and**
- **1 for people with disabilities (Male and Female)**

5.2.3 PEOPLE WITH DISABILITIES

Bathroom facilities for people with disabilities (clients and staff) must be provided for, as per National Building Regulations 103 of 1997, SANS 10400. The building shall accommodate people with disability and comply with the relevant acts, regulations and municipal by-laws.

6 LEASE PERIOD.

6.1 The lease period shall be for 12-24 months

6.1.2 The lease must be flexible to provide for:

- a) Expansion
- b) Extension
- c) Termination
- d) First right of refusal

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

7 PROPERTY

7.1 The building must be at street level for the front office

7.1.1 The building should allow for comfortable entrance/exit to and from the building by staff, clients and stakeholders. The building must make provision for perimeter access control which must be accessible to both staff and stakeholders. Access for people with disability must be made available.

7.1.2 Windows must have blinds or appropriate curtaining

7.2 EXTERIOR.

The building must be an existing building (complete built structure), and external signage must be permissible.

7.3 Climate-controlled air-conditioning.

Climate-controlled air-conditioning must be provided in all offices and common areas.

7.4 ICT Infrastructure

7.4.1 Roof structure and access to the roof must comply with minimum health and safety requirements for technicians to install or maintain equipment.

7.4.2 Landlord pre-approvals for site surveying and installation of wireless communication equipment (microwave equipment).

7.4.3 The landlord must allow for the mounting of connectivity equipment (wireless internet) on the outer walls or suitable location of the premises.

7.5 ELECTRICITY

7.5.1 The Installation and design shall comply with all relevant regulations and by-laws.

7.5.2 A sufficient power supply is to be provided to increase demand at peak times up to 20% of normal use, and each functional area shall have independent control of lighting while emergency lights shall comply with the National Building Regulations.

7.5.3 The building shall have enough lightning protection in line with SANS 62305, which must be provided at the bidder's cost and proof of compliance must be submitted, and the provision of backup electricity in case of power supply outages is compulsory.

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

- 7.5.4 The proposed building must have a back- up generator unit that provides enough electricity without disruption to the business.
- 7.5.5 Each office must be equipped with easily accessible and sufficient electrical plugs.

8 SECURITY OF THE BUILDING.

- 8.1 The building must be secured with internal and external security access control systems as follows:
- a) The building must be secured
 - b) Fire detection and fire control system; and
 - c) Emergency assembly area.
 - d) Adequate lighting (floodlights)
 - e) After hour access to the office is a requirement

9 Parking

9.1 Undercover or covered Parking for Employees

- a) Five (5) Parking bays are required for employees' vehicles at the premises and must be available for exclusive use by the CSOS.

9.2 Visitors Parking

- a) Approximately 5 parking bays for the CSOS clients as well as 2 parking bays for people with disabilities.
- b) The parking bays provided shall be made available to the CSOS on a 24-hour basis.
- c) There must be an option available to increase or decrease parking bays as and when required.

9.3 Availability

Occupation is to commence on 9 January 2023 or as soon as practicable thereafter but not later than 01st February 2023.

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

10 INSURANCE

Structural building insurance is the responsibility of the landlord. The Bidder must provide proof of Public Insurance of a minimum of R10 000 000.

11 FIRE PROTECTION & RISK MANAGEMENT

The Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SABS 10400 as amended. It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted, along with all other information regarding fire protection compliance. Fire extinguishers to be supplied and accessible in emergency situations. Serviced regularly/yearly basis.

12 VERTICAL MOVEMENTS

12.1 STAIRS

The building must have stairs/ramps in case of fire if it has more than one floor.

12.2 LIFTS

If the building has more than one floor, it must provide lifts to be utilised as passenger lifts and or goods with a minimum payload of 1,000 kg at any given time. The building and lifts must comply with the relevant legislation. The lift must allow accessibility for persons with disabilities (in wheelchairs) and must be regularly maintained by the landlord.

13 THE PROPOSAL

The proposal must include the following:

- 13.1 The building owner's profile or written mandate for the Agent from the Owner.
- 13.2 Three reference letters of current and/or previous tenants on client's letterheads;
- 13.3 Building and floor plans with colour photography of the exterior and interior including where the generator is or would be placed;
- 13.4 The address of the building;

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

- 13.5 All floor spaces must meet accessibility requirements;
- 13.6 Prior approval of the partitioning of offices including types of materials, and paint to be used must be obtained from the CSOS.
- 13.7 All renovation costs required to create the proposed design shall be the responsibility of the landlord.
- 13.8 The total cost of the contract is to be indicated, with a breakdown of the rental schedule for the period of the lease agreement including the following items: -
 - 13.8.1 Payment of rental and deposit
 - 13.8.2 Rental amount per square meter.
 - 13.8.3 Parking.
 - 13.8.4 Air-conditioning maintenance; and.
 - 13.8.5 Breakdown of operating cost items and an indication and or estimates of operating costs per month.
 - 13.8.6 Proposed lease agreement with relevant appendices.

13.8.7 Tenant installation costs

The bidder must declare tenant installation costs upfront as well as costs for customisation of the building according to CSOS requirements, where applicable.

14 VALIDITY PERIOD

Bidders are required to confirm that they will hold their proposals valid for ninety (90) days from the closing date of the bid, during which time they will maintain without change, their proposed rates and prices.

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

14 SUPPLY CHAIN MANAGEMENT COMPLIANCE REQUIREMENTS

- 14.1 Bidders must comply with the following compliance requirements prior to evaluation in mandatory requirements.

Table1

Documents required	Submitted Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC)	
Proof of registration on the National Treasury Central Supplier Database (provide CSD summary report or CSD number)	
Valid tax pin number/letter from SARS	
Fully completed SBD documents (SBD 1,3.3,4,6.1)	

15 MANDATORY REQUIREMENTS

NB: bidders must comply with all the requirements below to be evaluated further for site inspection. Failure to comply with or attach the certification requirements in the proposal will be deemed non-responsive and not further evaluated.

NO	REQUIREMENTS	COMPLY	NOT COMPLY	REFERENCING OF DOCUMENTATION
1.	Occupational Health and Safety (OHS) Certificate - Failure to submit a valid certificate will invalidate the bid.			
2.	Electricity Certificate of Compliance (COC) certificate (certificate to be			

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE
FOR A PERIOD OF 12-24 MONTHS**

	submitted at the closing of the RFP) failure to do so will render the bid invalid.			
3.	Fire Certificate of Compliance (FOC) certificate (Certificate to be submitted at the closing of the RFP) failure to do so will render the bid invalid.			
4.	Public Liability Insurance of R10 million			
5.	Current Status Report of building or maintenance assessment report (3-6 months)			
6.	Proof of ownership (Copy of title deed/ deed of transfer) or Agent written mandate			
7.	The property must comply with the relevant building regulations. (NHBRC registration certificate to be attached.)			
8.	8.1 The service provider must provide a formal letter as proof of mandate if acting on behalf of the landlord. 8.2 Provision for distinction between the estate agent and landlord in terms of who is the bidder.			
9.	Office location: Polokwane Business centre or accessible peri-urban district			
10.	Building size: Building size within a range of 120m ² - 150m ² – Building/ floor plan			
11.	Accessibility for people with a disability: building accommodates people with disability, ramps, lifts,			

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE
FOR A PERIOD OF 12-24 MONTHS**

	parking and toilets. (<i>Pictures or building plan must be attached</i>)			
12.	Parking: 5 staff parking and 5 visitors parking including 2 disabled people parking (parking plans to be provided)			
13.	Accessibility to public transportation: Bidders must indicate the location and kilometres of public transport accessibility, within the public transport route 500 m to 1 Km within public transport route (<i>proof of address/ location to be provided</i>)			
14.	Bidders must indicate in writing to confirm the following: <ul style="list-style-type: none"> • CSOS signage will be erected in a property when a need arises. • An option available to increase or decrease parking bays as and when required. • A 24-hour access including parking will be required. 			

Bidders that meet all the above requirements will be evaluated further during a site inspection of the premises. Bidders need to comply with ALL the below requirements during the site visit to be evaluated further on price and B-BBEE.

NO	REQUIREMENTS	COMPLY	NOT COMPLY
1.	Office location: The office space should be in Polokwane business or accessible peri-urban district.		

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

2.	Building size: Building size within a range of 120m2-150m2		
3.	Bathroom facilities: <ul style="list-style-type: none"> • 2 Female toilets, • 2 Male toilets with 2 urinals, and • 1 for people with disabilities (Male and Female) 		
4.	Accessibility for people with disabilities: building accommodates people with disability, with ramps, lifts (if the building has more than one floor), parking and toilets.		
5.	Exterior: external signage must be permissible (Bidder to indicate where CSOS signage will be placed).		
6.	Climate-controlled air conditioning: must be provided in all offices and common areas.		
7.	Electricity and backup electricity: The building must have a backup generator.		
8.	Security: The building must be secured with internal and external security access control systems as follows: a) The building must be secured b) Fire detection and fire control system; and c) Emergency assembly area. d) Adequate lighting (floodlights)		
9.	Accessibility to public transportation: Bidders must indicate the location and kilometres of public transport accessibility, within the public transport route 500 m to 1 Km within public transport route.		

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

16 PROJECT TIME FRAME

The RFP will be for a period of 12-24 months from date of signing a Service Level Agreement (SLA).

17 PROJECT EVALUATION CRITERIA

17.1 The proposals will be evaluated in three phases. The first phase is the mandatory requirements, the proposals will then be evaluated on technical requirements (site visit) or any of the mandatory requirements stipulated in this document. The third phase will be pricing.

18 PRICING

The bidders will be evaluated using the 80/20 principle where 80 is the maximum points that will be awarded for price and 20 is the maximum points that will be awarded for BBB-EE points. Only bidders that met all requirements at the site inspections will be evaluated for pricing:

Description	Cost Year 1	Cost Year 2
Upfront Deposit (once off, if required)	R	R
Admin fee	R	R
Rand per m ²	R	R
Total square meters (on offer)	R	R
Office Rental per month:	R	R
Annual Escalation rate (Percentage): _____%)		
Rates		
Operating costs per month:	R	R
Parking rent per month:		
Open parking rent per month:	R	R

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS

Covered parking rent per month:	R	R
Other (Bidder to specify) r		
Subtotal	R	R
VAT @ 15% (if applicable)	R	R
Total Cost (incl. VAT)	R	R

19 COMPLIANCE

19.1 The building shall comply with all laws, including but not limited to, at least the following specifications, laws or local authority requirements:

- a) Occupational Health and Safety Act 85 of 1993
- b) The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- c) Code of practice – Interior Lighting SABS 0114:1996 - Part I
- d) The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400)
- e) The Municipal by-laws and any special requirements of the local supply authority
- f) The local fire regulations

20 SERVICE PROVIDER'S CONFIRMATION

- a) The bidder herein confirms that the submitted price covers all activities associated with the project, as called for in the bid document.
- b) The bidder herein confirms that CSOS will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.
- c) The bidder undertakes to hold this offer open for acceptance for a period of 90 days from the date of submission.
- d) The bidder undertakes that upon final acceptance of the offer, he/she will commence with the provision of service when required to do so by CSOS.
- e) The bidder herein understands that CSOS is not bound to accept the lowest or any offer and that the bidder must bear all costs incurred in preparing and submitting this bid.

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE
FOR A PERIOD OF 12-24 MONTHS**

- f) The bidder hereby undertakes for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein, except where such is necessary for the submission of this bid.

21 CSOS RESERVES THE RIGHT TO:

- a) amend the scope and duration of the contract after evaluation or cancel the RFP or any part thereof at its discretion.
- b) modify this RFP or any part thereof at any time; accept any RFP in part or full at its discretion.
- c) negotiate a lease contract with the recommended bidder/s to conclude a contract; and
- d) choose not to pursue any of the RFPs received and either issue a new RFP enquiry or not.
- e) The Service Provider commissioned for this work will be assessed for functionality using the following criteria.

22 DISCLAIMER

- 22.1 The CSOS reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal.
- 22.2 The CSOS reserves the right to:
- 22.2.1 Reject all bids;
 - 22.2.2 Decline to consider any bids that do not conform to any aspect of the bidding requirements;
 - 22.2.3 Request further information from any Service Provider after the closing date;
 - 22.2.4 Cancel this RFP or any part thereof at any time.
- 22.3 The CSOS reserves the right to conduct due diligence on the bidder's response and contact all references provided before the appointment.

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE
FOR A PERIOD OF 12-24 MONTHS**

23 CONTACT DETAILS

23.1 The RFP can be downloaded from the Community Schemes Ombud's Service website (<http://www.csos.org.za>), and proposals must be submitted or sent via courier at CSOS's SCM Office as indicated below:

CSOS Reception, Ground Floor Building 4, Berkley Office Park Bauhinia Street, Centurion.

NB: For hand delivered proposals, ensure that they are submitted to Thabo Mosito or Desiree Khumalo.

23.2 **For technical enquiries: Ms Lindi Sibiya (lindi.sibiya@csos.org.za), Tel: 010 593 0533/066 302 5975.**

23.3 **For SCM enquiries: Ms Jabulile Sithole (jabulile.sithole@csos.org.za), Tel: 010 593 0533/ 066 302 5937**

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO: RFQ040-2022: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS.

CLOSING TIME 16:00PM ON 12 DECEMBER 2022.

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
--------------------------	-------------	--

DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE IN POLOKWANE FOR A PERIOD OF 12-24 MONTHS.

- Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT)

R.....

Description	Cost Year 1	Cost Year 2
Upfront Deposit (once off, if required)	R	R
Admin fee	R	R
Rand per m ²	R	R
Total square meters (on offer)	R	R
Office Rental per month:	R	R
Annual Escalation rate (Percentage): ____%)		
Rates		
Operating costs per month:	R	R
Parking rent per month:		

Open parking rent per month:	R	R
Covered parking rent per month:	R	R
Other (Bidder to specify) any other additional costs		
Subtotal	R	R
VAT @ 15% (if applicable)	R	R
Total Cost (incl. VAT)	R	R

Signature (Bidder)

Date

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid _____
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Lindi Sibiya

Tel:

(010) 593 0533

Cell: 066 302 5975

E-mail address:

Lindi.Sibiya@csosorg.za

Supply Chain queries may be directed to:

Jabulile Sithole

Cell: 060 302 5937

Email address: Jabulile.sithole@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

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

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.

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:

.....

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

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.

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20.....** preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms

of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(**Tick applicable box**)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the
company/firm, certify that the points claimed, based on the B-BBE status level of
contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies
the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- 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 6.1, the contractor may be required to furnish documentary
proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a
fraudulent basis or any of the conditions of contract have not been fulfilled, the
purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....