



TERMS OF REFERENCE

**APPOINTMENT OF SERVICE PROVIDER FOR THE
LEASE OF OFFICE SPACE FOR THE OHSC FOR A
PERIOD OF TWO (2) YEARS, EXTENDABLE BY
ONE (1) YEAR.**



Office of Health Standards Compliance
Ensuring quality and safety in health care

TENDER NUMBER	OHSC/02/APRIL/2024
DESCRIPTION	<p>Appointment of service provider for lease of office space for the OHSC for a period of two (2) years extendable by one (1) year.</p> <p>The service provider: must: Provide accommodation of a Grade A or B, approximately 3747 m² lettable space with 150 parking spaces. Provide all documentation as requested in the bid document to support their bid.</p> <p>The OHSC is looking for corporate office accommodation located at one of the following areas: Centurion, Menlyn, Brooklyn, Menlo Park, Hatfield, or Arcadia.</p>
TENDER BRIEFING	<p>Date: 19 April 2024</p> <p>Time: 11h00 at the Office of Health Standards Compliance Office. 79 Steve Biko Road, Arcadia, Pretoria, 0084.</p>
ENQUIRIES	<p>Enquiries must be in writing ONLY and directed as follows:</p> <p>SCM/Administration: Supply Chain Management - Phemelo Kgwele at pkgwele@ohsc.org.za</p> <p>Technical:</p>
CLOSING DATE	<p>Date: 3 May 2024</p> <p>Time: 11H00 (GMT +2) at the above-mentioned address</p> <p>Address: Office of Health Standards Compliance office. 79 Steve Biko Road, Arcadia, Pretoria, 0084.</p>

1 OVERVIEW OF OHSC

The Office of Health Standards Compliance (OHSC) is a health sector regulator established in terms of the National Health Act, 2003 (Act No 61 of 2003, as amended). The purpose of the OHSC is to protect and promote the health and safety of users of health services by:

- a. Monitoring and enforcing compliance by health establishments with norms and standards prescribed by the Minister of Health.
- b. Ensuring consideration, investigation and disposal of complaints relating to non-compliance with prescribed norms and standards in a procedurally fair, economical, and expeditious manner.

2 SUMMARY OF SCOPE

The purpose of this request is to solicit bids from suitably qualified bidder(s) to submit proposals for the lease of office space for the OHSC for a period of two (2) years that is extendable by one (1) year.

3 DURATION OF THE LEASE

The successful bidder will be appointed for a period of two (2) years at OHSC's discretion and subject to OHSC's terms and conditions.

4 PROJECT BACKGROUND

4.1 OBJECTIVE

The main objective of the request is to invite landlords and agencies to submit proposals to provide leasing of corporate office accommodation for the OHSC.

4.2 GUIDING PRINCIPLES

The Batho Pele policy sets out standards that the government should maintain with regard to service delivery. There are clear implications of this policy for the design and management of government office buildings, including:

- Premises to be accessible from all major routes from North, South, East and West (N1, M1, N4 & R21).

- The accommodation must be in proximity from the Gautrain Stations or Gautrain Bus terminals, Shops, Restaurants, and other public transport modes, such as taxis or metro buses, for both staff and visitors.
- The OHSC is looking for a corporate office accommodation located at one of the following areas: Centurion, Menlyn, Brooklyn, Menlo Park, Hatfield, or Arcadia.
- The proposed office premise must be a stand-alone, single tenant building (existing or under construction) and ready for occupation within two months of the award.
- Sufficient secure employee and visitor parking should be available as per regulatory standards.
- All public service connections to be available.
- Energy efficiency of the building to comply with SANS 204 and SANS 10400.
- Building to be fully accessible including parking as per regulations.
- Building security and access control within the building and to the premises to meet client requirements.
- The ICT requires that the building is in close proximity to telecommunications to allow for multiple modes of connections for the company (satellite, radio link, cable, wireless).
- A settling in allowance to be proposed by the landlord during the transition period.

4.3 GENERAL CONSIDERATIONS TO BE TAKEN INTO ACCOUNT:

- General reception area at the entrance of the building.
- Registry and archive room.
- Lecture/training rooms.
- Canteen.
- Passenger lifts serving upper floors must be disability friendly.
- Provision for a general reception.
- Provision for the resource centre, sick bay, and foyer/assembly point for all staff members to convene.
- The building must be conducive for the installation of I telecommunication and must provide for adequate IT spaces.
- Sufficient Office Space of 3747 m².
- A compulsory physical site inspection shall be conducted.

- Client spatial requirements.
- The business continuity of the OHSC will be considered as informed by the type of building.

4.4 SCOPE OF PROJECT

The building should have the provision to lease for a period of two (2) year with an option to extend for another year at the sole discretion of the OHSC. The office space must be exclusively available to the OHSC.

5 SCOPE OF WORK

5.1 MANDATORY REQUIREMENTS

5.1.1 The required office space to lease should meet the following criteria:

NO.	DESCRIPTION	YES	NO	COMMENT
1.	LOCATION:			
1.1	The OHSC is looking for corporate office accommodation located at one of the following areas: Centurion, Menlyn, Brooklyn, Menlo Park, Hatfield, or Arcadia.			
1.2	The accommodation must be located in a safe area where officials will not be at risk when arriving or leaving the offices outside normal working hours.			
1.3	The office accommodation must afford easy access to public transport and major roads such as highways and easy access to Gautrain.			
2.	ACCOMMODATION REQUIREMENTS:			
2.1	The OHSC requires office accommodation for approximately one hundred and fifty-eight (158) staff members as well as a computer server room, general storage space and security room.			
2.2	The accommodation must be a Grade A or B, approximately 3747 m ² , lettable space and 150 parking spaces. Grade A or B. (Grade certificate to be provided).			

NO.	DESCRIPTION	YES	NO	COMMENT
2.3	The prospective bidder must as part of the bid, provide a certificate in respect of the rentable accommodation in terms of the South African Property Owners Association (SAPOA) method for measuring floor areas in buildings. (certificate should be less than 12 months old).			
2.4	The office accommodation must incorporate an approximate of 150 parking bays, of which, one hundred (110) are covered parking bays and forty (40) space are uncovered parking bays.			
2.5	The accommodation must have adequate trunking and communication service shafts for the network communication infrastructure.			
2.6	The electrical supply to the office accommodation must be a three phased power and must cater for normal and clean power and must be balanced. <i>NB: All red plugs to have hard top.</i>			
2.7	Emergency power must be provided to the identified work areas, including server room to ensure business continuity of critical business operations such as Uninterrupted Power Supply (UPS), Solar Power or Generator to support all OHSC needs.			
2.8	The accommodation must provide for adequate access for persons with physical disabilities, including toilet facilities both for the office environment as well as the public interface area.			
2.9	The lease duration must cater for a two (2) year period with an option to extend for another year.			
2.10	The office accommodation must cater for a general open plan environment (for staff workstations and filing cabinets), with enclosed offices which will be demarcated according to OHSC needs. The bidder should submit a proposed office layout as per the OHSC needs analysis document here below.			
3.	GENERAL REQUIREMENTS:			
3.1	Compliance			

NO.	DESCRIPTION	YES	NO	COMMENT
3.1.1	The accommodation must comply with the National Building Regulations and Standards Act, 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building shall be fully accessible to disabled persons and adequate facilities must be provided for as per the Department of Public Service Administration's "Handbook on Reasonable Accommodation for People with Disabilities in the Public Service" dated October 2007, bidder must commit too.			
3.1.2	Bidders must commit by submitting a letter to ensure that after the refurbishment of the accommodation, the building will comply with all the National Building Regulations.			
3.1.3	Bidders must further commit to submitting, prior to occupancy, certificate of occupancy, certificate of electrical wiring complying with the Fire Regulations and Municipal By-Laws and the certificate of compliance with the Occupational Health and Safety Act and Accessibility Regulations.			
3.2	Appearance			
3.2.1	The appearance of the accommodation must be acceptable to the OHSC and enhance the corporate image and branding of OHSC substantially.			
3.3	Security			
3.3.1	<p>The perimeter of the premises must be adequately secured to ensure no unauthorized access from outside. The appropriate fence must deter and delay any such attempt which must be detected should there be an attempt of unauthorized access.</p> <p>The building must have a security room, capable of installing an access control system, CCTV, and motion detection/alarm system.</p>			
3.3.2	The external perimeter must be well illuminated at night and the illumination must be installed against the building illuminating the perimeter fence.			

NO.	DESCRIPTION	YES	NO	COMMENT
3.4	Building Maintenance			
3.4.1	Bidders must commit to the maintenance of the building as per the lease agreement.			
3.4.2	Bidders must indicate the details of the maintenance plan that will be put in place for the duration of the lease which must include response times to attend to call outs. Building maintenance for the interior and exterior of the building must be covered by the bidder.			
3.4.3.	The bidder must provide proof of insurance cover for the building. All third-party insurance claims must be included in the bidders comprehensive insurance cover.			
3.4.4	A dedicated call center or contact person must be in place to manage all requests for maintenance.			
3.5	Other			
3.5.1	All work areas need to be fitted with access doors with high quality rotor hinges for high volume usage to a fire rating approved by the Local Fire Department and fitted with access control. Access doors must be automated and allow for secured entry through a dual functioning card and fingerprint reader.			
3.5.2	Bidders must commit that the internal walls are to be painted to the specifications of the OHSC. Bidders must provide the colour palettes for selection and final approval by the OHSC.			
3.6	Power Points			
3.6.1	All workstations need to be fitted a with 15A outlet socket as well as clean (dedicated) power supply unit.			
3.6.2	The power points need to be provided. within a 12m ² radiuses or part thereof.			
3.6.3	The appointed service provider must work with the OHSC to manage the entire project, tenant installation, space planning and interior decorating to finalise the floor layout design, identify the electrical power positions for offices, meeting rooms, training rooms as per the need analysis here below. The cost for the above will be at the			

NO.	DESCRIPTION	YES	NO	COMMENT
	landlord expense.			
3.6.4	The power points of general communal areas such as lift, lobbies, and stair, need to be on the standard positions within the trunking for cleaning.			
3.6.5	Provision needs to be made at the positions of access doors to the demarcated enclosed work areas for the installation of security systems i.e., access control system and controllers, magnetic locks, and CCTV cameras.			
3.6.6	The electrical circuits for socket outlets shall be secured by means of a single-phase earth leakage relay, having a sensitivity of 25mA.			
3.6.7	The building must have energy saving devices installed or energy saving programme.			
3.7	Lighting			
3.7.1	The illumination of the building must comply with the minimum requirements of the National Building Regulations and cater for energy saving functionality.			
3.7.2	All work areas need to be provided with a light switch in a suitable position close to the access/exit door.			
3.8	Network and Communication Routing (Trunking)			
3.8.1	Adequate network and communication trunking needs to be available between the respective floors for the installation. The required network and communication infrastructure. The building needs to cater for the following: <ul style="list-style-type: none"> • Ceilings Wire cable trays steel double routing (electricity / Networking). 			
3.8.2	The trunking servicing of the building must conform to the SITA standards (RFB2168).			
3.9	Facilities for Cleaners and Security Personnel (refer to needs analysis here below)			
3.9.1	Provision must be made for a cleaner's room for cleaning equipment and materials.			

NO.	DESCRIPTION	YES	NO	COMMENT
3.9.2	The cleaner's rooms need to be provided with a drip sink, shelves for storage and sufficient cross ventilation, preferably by means of an outside window.			
3.9.3	The room shall comply with the requirements of the Hazardous Chemicals Act No. 85 of 1993 regarding storage of chemicals.			
3.10	Office workflow layouts			
3.10.1	The preferred bidder will work with the OHSC project management team to finalise the floor layout, design, identify the positions and offices where such facilities will be required and is subject to the final approval of the OHSC which will form part of the tenant installation for the Landlord.			
3.11	Toilet Facilities (General)			
3.11.1	Toilet facilities must be for the exclusive use of OHSC employees and visitors. Where the bidders building does not meet the exclusive toilet facilities requirements, the Bidder must make an undertaking to comply with the requirements and such undertaking must be made in the comment section.			
3.12	Toilet Facilities (Males)			
3.12.1	The requirements for toilet facilities to be applied in respect of "males" within the building is one (1) Water Closet (WC) for every fifteen (15) persons to a total of sixty (60), and thereafter one for every twenty (20) additional persons.			
3.12.2	In respect of urinals one urinal is required for every fifteen (15) persons to a total of thirty (30) thereafter and one for every thirty (30) additional persons or part thereof.			
3.12.3	One (1) hand wash basin is required for every two (2) WC's.			
3.13	Toilet Facilities (Females)			
3.13.1	The requirements for "female" toilets are one (1) Water Closet (WC) for every ten (10) persons to a total of sixty (60), and thereafter one (1) for every twenty (20) additional persons or part thereof.			
3.13.2	One (1) hand wash basin is required for every two (2) WC's.			

NO.	DESCRIPTION	YES	NO	COMMENT
3.14	Toilet Facilities (Physically Challenged Persons)			
3.14.1	Toilet facilities for physically challenged persons need to be in accordance with acceptable norms and standards with minimum internal dimensions of 1.7m by 1.8m.			
3.14.3	At least one (1) toilet facility for disabled persons must be available on each floor to cater for employees and visitors.			
3.15	Kitchens			
3.15.1	Provision is to be made for a kitchen on all floors of the building in which a sink with cupboards as well as "hot and cold" water is available.			
3.15.2	The kitchen must have power points to accommodate for two (2) hydro boil, one (1) coffee/tea vending machines, three (3) fridges, three (3) microwave ovens, two (2) kettles/urns and any kitchen electrical appliance			
3.15.3	A suitable area to be secured as a tea or lunchroom area and fitted as such for staff to have tea and lunch breaks.			
3.16	Lifts			
3.16.1	Dependent on the layout of the building and the requirements of the National Building Regulations, adequate lifts must be available for staff to access the office work area from the basement to all other floors of the building.			
3.16.2	The lifts must be in a good working condition and should be maintained in a good working condition for the duration of the lease.			
3.16.3	The preferred bidder must at handover, provide the OHSC with a certificate confirming that lifts are in a good working condition.			
3.16.4	Dependent on the layout of the building the lift must have the capability of ensuring secured entry through an access control system to ascertain no unauthorized access to the secured office environment is permitted.			
3.17	Emergency Power Supply			
3.17.1	The building must have adequate emergency power supply as required in terms of the National Building Regulations Act 103 of 1997.			
3.17.2	The building must have emergency power supply unit capable of catering for			

NO.	DESCRIPTION	YES	NO	COMMENT
	a computer server room equipment, air conditioner and at least fifty percent (50%) of staff complement critical workstations.			
3.17.3	The building must have a smoke detection and suppression system.			
3.18	UPS (Uninterrupted Power Supply)			
3.18.1	The Bidder will be required to provide and maintain an Uninterrupted Power Supply (UPS) unit and generator to cater for all server equipment as well as a minimum number of 50% staff critical workstations a minimum of eight (8) hours in the event of power failure or incident in which there is no power to the building.			
3.18.2	The bidder must provide a dedicated Distribution Board (DB) for the server room with its own UPS which is maintained by the bidder for the duration of the lease. A minimum of twenty (25) red plugs are to be provided in the server room. The UPS should sustain for a minimum of eight (8) hours in the event of a power failure or incident in which there is no power to the building.			
3.19	Space Planning, interior design and office décor, physical move and occupation.			
3.19.1	The Bidder must commit that the OHSC will occupy the office by no later than 31 October 2024. Provision must be made for the OHSC appointed project manager to complete the work on the same date. The appointed service provider will be responsible for conducting space planning and interior decorating for all turnkey installation services; including amongst others; interior decorating and space planning. All such activities will require the OHSC 's final approval prior to implementation.			
3.20	Server Room			
3.20.1	The Bidder must provide a server room of approximately 36m ² which must be in terms of the State Information Technology Agency (SITA) minimum requirements for server rooms for Government/Parastatals institutions in which the facility has a: <ul style="list-style-type: none"> • Raised floor aligned with international best practices. 			

NO.	DESCRIPTION	YES	NO	COMMENT
	<ul style="list-style-type: none"> • Backup Power Supply. • Generator backup services. • 2nd Clean power Plugs. • UPS per cabinet / Room. • Dedicated DB board. • COC - Electrical Certification - (per DB). • Installation of UPS. • Genset to kick in • Access Control • CCTV 			
3.20.2	The server room must be equipped with a suitable and sizeable independent air conditioning unit to cater for the computer equipment.			
3.20.3	The Bidder must provide a fire detection and suppression system for the server room according to best IT practice.			
3.20.4	The air conditioning unit shall be linked to a fire detection and suppression system that automatically shuts down in the event of a fire.			
3.21	Air conditioning			
3.21.1	The building must be fitted with a suitable and effective air conditioning system, catering for the respective work areas (floors) as well as zones which operate independently from a central point of control.			
3.21.2	The Bidder must provide a decentralized air-conditioning system. All closed offices must be capable of operating independently from the central air conditioning system.			
3.21.3	The Bidder shall be responsible for the maintenance and repairs in respect of the air conditioning system during the period of lease.			
3.21.4	Complaints in respect of the escalated air conditioning problems need to be responded to within a period of a maximum of one (1) hour of being reported.			
3.21.5	Complaints reported in respect of escalated air conditioning problems need to be resolved within three (3) hours after the initial response period.			
3.22	Information Communication Technology (ICT) Infrastructure			
3.22.1	The building must cater for: Cabling – Category 6e.			

NO.	DESCRIPTION	YES	NO	COMMENT
	Fiber - OM4 Single Mode.			
3.22.2	<p>There must be provision for a patch room per floor.</p> <ul style="list-style-type: none"> • No raised flooring. • Air-conditioning (type of room / ventilation / size to determine). • 2nd Clean power Red Plugs. • UPS per cabinet. • Dedicated small DB if required per small Patch room. • COC - Electrical Certification - (per DB). • Access Control. • CCTV. 			
3.23	Maintenance, Service and Repairs			
3.23.1	<p>It is required that the preferred bidder be responsible for all building maintenance, service, and repairs in respect of the accommodation, i.e., electrical, plumbing, air conditioning, lifts, general maintenance, backup power supply and fire equipment, which forms part of the building.</p> <p>Internal security including CCTV, motion detection/alarm system will be the responsibility of the preferred bidder to install and maintain. The preferred bidder must commit to ensuring that all relevant upgrades to the system are timeously performed.</p> <p>External security i.e. guards and CCTV, will be the responsibility of the preferred bidder. The preferred bidder should provide a functioning infrastructure for television and satellite.</p>			
3.24	Company experience			
3.24.1	<p>The service provider must have a minimum of five (5) years relevant experience in the corporate office space Industry.</p> <p>Three (3) contactable reference letters signed by the referee must be furnished and must not be more than two (2) years old. The details should include company name, contact person and the contact number, email address and level of satisfaction of the service provided as well as details of the service provided.</p>			
3.25	<p>General</p> <p>The bidder must cover all costs relating</p>			

NO.	DESCRIPTION	YES	NO	COMMENT
	to settling in (tenant installation) and a Bill of Quantities (BOQ) must be submitted with the tender document.			

5.1.2 OHSC Needs Analysis (Spatial requirements)

OHSC NEEDS ANALYSIS				
DESCRIPTION OF ROOM	Levels	Number of Full Time Employees	Spatial Requirements	Assignable Square Meter
EXECUTIVE MANAGEMENT				
POST 1 (16) (space planning norms for Office building as gazetted- it is recommended that it be 20-25m2)- CEO and Ombud falls in these level or categories in the OHSC setup.	16	2	25	50
SENIOR MANAGEMENT				
POST 1 (15) (in terms of planning norms for Office building as gazetted- the recommended space is 16-20m2 (The COO is on level 15)	15	1	20	20
POST 2 (14) (in terms of planning norms for Office building as gazetted- the recommended space is 16-20m2 (Executive managers are on level 14)	14	5	20	100
POST 13 (In terms of planning for office building as gazetted- the recommended space is 16-20m2 for level 13)	13	13	16	208
TECHNICAL & MANAGEMENT				
POST 3 (11/12) (In terms of planning for office building as gazetted- the recommended space is 8-16m2 for level 11/12)	11	36	16	576
POST 4 (9/10) (OPEN PLAN) In terms of planning for office building as gazetted- the recommended space is 6-8m2 for level 9/10.	9 & 10	58	8	464
POST 5 (7/8) (OPEN PLAN) In terms of planning for office building as gazetted- the recommended space is 6-8m2 for level 7/8	7 & 8	30	8	240
POST 1 (5/6) In terms of planning for office building as gazetted- the recommended space is 6-8m2 for level 5/6	6	5	8	40
Post Level 00 – Interns (Space is 8m2)	00	8	8	64
Total Net Working space (Less Cleaners)		158	11	1,762
Support Space Per Workspace Area: A				
Reception Room And Waiting Area		1	30	30
Executive Boardrooms		1	40	40
Boardroom		2	50	100



Office of Health Standards Compliance
Ensuring quality and safety in health care

Bid No: OHSC/02/APRIL/2024

OHSC OFFICE SPACE TENDER

Discussion Rooms		5	15	75
Consultation Room - Sound Proofed		2	5	10
Kitchenette (To Be Divided Between The Floors)		158	0.24	36
Storeroom		10	25	250
Server Room		1	50	50
Filing Room		10	30	300
Call Center		1	60	60
Computer Control Room - Security		1	6	6
Security Room		1	12	12
ICT Computer Storage Room		1	30	30
Wellness Centre		1	10	10
Library		1	15	15
Storeroom For Furniture (Old)		1	50	50
Stationary Room		1	10	10
Total Net Support Space A		-		1,104
Total Net Working space + Net Support Space		-	-	2,866
Parking Space: Support Space B				
Covered Parking		110		
Parking Space Uncovered		40		
Total Number Of Parking Spaces		150		-
Organisation Support			50%	Max
Circulation, Technical Support, Facilities Management And Ablutions Acc. Sans 10400		-	-	881
LETTABLE AREA		-	-	3,747

5.1.3 TIMEFRAME

The duration of the lease is to be two (2) years extendable to another one (1) year.

6 EVALUATION CRITERIA

Bids will be evaluated on an 80/20-point system as outlined in the Preferential Procurement Regulations.

The proposals will be evaluated in four phases:



6.1 PHASE 1: RESPONSIVE CRITERIA (MANDATORY DOCUMENTS) OHSC NOTICE AND INVITATION TO BID

THE OHSC INVITES BIDDERS FOR PROVISION OF:

<i>Property description:</i>	PROCUREMENT OF OFFICE SPACE FOR THE OHSC OF APROXIMATELY THREE THOUSAND SEVEN HUNDRED AND FORTY SEVEN (3747) SQM AND AN APPROXIMATELY ONE HUNDRED AND FIFTY (150) PARKING BAYS FOR A PERIOD OF TWO (2) YEARS EXTENDABLE BY ONE (1) YEAR. THE OHSC CORPORATE OFFICE ACCOMMODATION TO BE LOCATED IN ONE OF THE FOLLOWING AREAS: CENTURION, MENLYN, BROOKLYN, MENLO PARK, HATFIELD, OR ARCADIA.
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Bid no:			
Advertising date:		Closing date:	
Closing time:	11:00	Validity period:	120 days

Only bidders who are responsive to the following requirements criteria are eligible to submit bids:

<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed, and signed in ink (All as per Standard Conditions of Tenders bidding).
<input checked="" type="checkbox"/>	The (Bid offer must be clearly completed by the bidder, with clear specification of the financial amounts in terms of rental and tenant installation allowance offered by bidder and the bid documents should be duly signed in ink, by the bidder. The offer should be submitted as per the bid questionnaire which forms part of the bid documents.
<input checked="" type="checkbox"/>	The building must be within the geographic boundaries specified in the bid documents
<input checked="" type="checkbox"/>	Submission of applicable resolution by the Legal Entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
<input checked="" type="checkbox"/>	An agent may bid on behalf of the owner of the Property, but the responsiveness of the bid only measured on the registered owner of the property. No points will be given to the Agent unless he/she is buying a property. A copy of the mandate from the owner must be submitted with the bid documents or in case of a prospective buyer the signed purchase agreement with a Title Deed of the owner must be submitted.
<input checked="" type="checkbox"/>	Registration on National Treasury 's Central Supplier Database (CSD).
<input checked="" type="checkbox"/>	SARS tax status must be compliant.
<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
<input checked="" type="checkbox"/>	The Bidder to provide the maintenance plan of the building for the lease period.
<input checked="" type="checkbox"/>	The Bidder shall provide evidence to prove that previously engaged projects of similar nature were successfully completed.
<input checked="" type="checkbox"/>	The Bidder shall provide proposed floor plan layout as per the attached OHSC Needs Analysis document.

This bid will be evaluated according to the preferential procurement model in the PPPFA as follows:

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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Price:	
Price:	80 % of 100
Total must equal:	100%

Functionality:	
Functionality:	100 %
Minimum Functionality Score	70 %
Total must equal:	100%

Subject to sub-regulation 6(2) and / or 7 (2) of the PPPFA Act points shall be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- A maximum of 20 points may be allocated in accordance with sub-regulation 7(2) and 6(2) respectively of the PPPFA Regulations of 2022.
- The points scored by a tenderer in respect of the level of BBEE contribution contemplated in sub regulation 6(2) and/ or 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6 (1) and 7 (1) respectively.
- Subject to regulation 7 of the BBEE Act, the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the PPPFA Act.

1. COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents are available on National Treasury e-tender portal and OHSC website.
- ☒ A **Compulsory** pre bid meeting will take place at 79 Steve Biko Road, Prinshof, Arcadia Pretoria, 0001. *(if applicable)*

2. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

Contact person:	Phemelo Kgwele	Telephone no:	012 942 7812
Cell no:	066 300 5294	Fax no:	
E-mail:	pkgwele@ohsc.org.za		

3. DEPOSIT / RETURN OF BID DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
- 3.2. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.
- 3.3. All tenders must be submitted on the official forms – (not to be re-typed).

<p>BID DOCUMENTS MAY BE POSTED TO:</p> <p>79 Steve Biko Road, Prinshof, Arcadia Pretoria, 0001</p> <p>ATTENTION: Ms Phemelo Kgwele PROCUREMENT SECTION PRIOR CLOSING DATE AND TIME AT 11H00 BY THE OHSC.</p>	O R	<p>DEPOSITED IN THE TENDER BOX AT:</p> <p>79 Steve Biko Road, Prinshof, Arcadia Pretoria, 0001</p>
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6.2 PHASE 2: SITE INSPECTION

The OHSC will conduct a compulsory site visit / inspection to ensure that all mandatory requirements stipulated under section 5.1 are met. Failure to meet mandatory requirements will result in disqualification of bidder.

6.3 PHASE 3: FUNCTIONAL PHASE

An assessment of functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the service provider will be required to score a minimum of 70 points (out of the 100 points). Bidders who score less than 70 points out of 100 points (70% threshold) will not be considered for the final phase and will thus be eliminated.

No	Functionality criteria:	Weighting factor:
6.3.1	EXPERIENCE OF BIDDING COMPANY	
	<p>Proven Experience: The bidder must have a minimum of five (5) years of knowledge and experience in commercial office building leasing.</p> <p>Submit a detailed company profile listing for the last 5 year on office building leasing contracts serviced with the start and end dates of contract with total cost.</p> <p>More than 10 years of experience = 15 6-9 years of experience = 10 5 – 6 years of experience = 5 Less than 5 years of experience = 0</p> <p>NB: If the list of contracts is not submitted the bidder will forfeit all points.</p>	15

No	Functionality criteria:	Weighting factor:
6.3.2	REFERENCES LETTERS	
	<p>Bidders must submit a minimum of three contactable references on official letterhead and the client for whom the services were rendered within the last 5 years. The reference letters should be less than two (2) years and clearly indicate the year(s) that the services were rendered and the cost of the project.</p> <p>The reference letter must include the following requirements:</p> <ul style="list-style-type: none"> - Description and relevance to the tendered project. - Role of tenderer. - Duration of project. - Cost of project. - Signed letter by primary contact at the lessee. <ul style="list-style-type: none"> • Bidder that provides 3 or more contactable references = 10 • Bidder that provided less than 3 contactable references = 0 <p>NB!! Reference letters will be verified with the client and must correspond with bidder experience. Submission of letters not in line / or compliant with the above requirement will not be considered.</p>	10
6.3.3	SUITABILITY	
	<ul style="list-style-type: none"> • Stand-alone, single tenant building (existing or under construction) ready for occupation with two months of the award = 25 • Stand-alone, multi-tenant complex ready for occupation with two months of the award = 20 • None of the above = 0 	25
6.3.4	ACCESSIBILITY	
	<p>1. Property to be close to major routes and amenities</p> <p>2. Property to meet requirements for people with disability. (Ramp and lift)</p> <ul style="list-style-type: none"> • Both 1 and 2 of the above = 10 • 1 or 2 of the above = 5 • None of the above = 0 	10

No	Functionality criteria:	Weighting factor:
6.3.5	BUILDING GRADES The property must be A or B. <ul style="list-style-type: none"> A and above grade building = 20 B grade building with A grade finishes = 15 None of the above = 0 NB: The current grading certificate to be attached and a commitment confirmation letter that the building will be refurbished according to the aspiring grade finishes. Failure to submit a grading certificate will forfeit all points.	20
6.3.6	PARKING REQUIREMENTS <ul style="list-style-type: none"> Approximate 110 covered parking bays in the same building and 40 not covered parking bays in the same complex = 15 Approximate 100 covered parking bays in the same building and 50 not covered parking bays in the same complex = 10 Approximate 90 covered parking bays in the same building and 60 not covered parking bays but attached to the same premises = 5 None of the above = 0 NB: The building plan or site plan showing parking bays to be attached and failure to submit parking plan will forfeit all points.	15
6.3.7	THE FINANCIAL STABILITY OF THE BIDDING COMPANY <ul style="list-style-type: none"> Latest Audited Financial statements Letter from the registered Financial Institution confirming financial stability of the bidder. Proof of funding from financial institution 	
	<ul style="list-style-type: none"> Latest audited annual financial statements and supporting evidence of financial stability provided = 5 Unaudited annual financial statements and supporting evidence of financial stability provided = 4 Only evidence of financial stability provided = 3 Only audited annual financial statements provided = 2 Only unaudited financial statements = 1 No submission = 0 	5
	TOTAL	100%

6.4 PHASE 4: Price and PPPFA Calculations

If 70 points/percent or more is attained in phase 2, the evaluation would be for Price and B-BBEE in terms of the **80/20 preference point system, where 80 points will be for Price and 20 points will be for B-BBEE status**. The contract would be awarded to the service provider scoring the highest score.

The points scored in respect of B-BBEE contribution (i.e., HDI status) will be added to the points scored for price.

The following formula will be used to calculate the points for **Price**:

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

Where:

P_s = Points scored for comparative price of bid or offer under consideration.

P_t = Comparative price of bid or offer under consideration.

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

Points must be awarded to a bidder for attaining the BBBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders must submit original and valid B-BBEE status level verification certificates or certified copies thereof, issued by accredited Verification Agencies by SANAS or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice together with their bids to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a sworn affidavit on the template as issued by Department of Trade Industry (DTI).

6.5 PRICING.

OHSC BID OFFER – OFFICE ACCOMMODATION

Bid no:		Closing date:	
Advertising date:		Validity period:	120 days

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	
Value Added Tax Number	

RENTALS (OFFICES, STORES AND PARKING)

	Offices	Stores	Parking
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 (Provide details on what costs entail)	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	
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1. SUMMARY PRICE FOR PERIOD OF LEASE

LEASE SUBTOTAL FOR ALL ABOVE GRANDTOTALS WITH ESCALATIONS			VAT 15%	TOTAL VAT INCLUSIVE
Year 1	Total Rentals and parking bays	R	R	R
Year 2	Total Rentals and parking bays including escalation	R	R	R
TOTAL BID PRICE VAT INCL.		R	R	R

2. RESPONSIBILITIES

Note: The OHSC is not prepared to accept responsibility for services or costs involved as per grey areas.

4.1. Services	OHSC	Lessor	Estimated cost per month
4.1.1. Water consumption			
4.1.2. Electricity consumption			
4.1.3. Sanitary services			
4.1.4. Refuse removal			
4.1.5. Domestic cleaning service			
4.1.6. Consumable Supplies			

4.2. Maintenance	OHSC	Lessor	Estimated cost per month
4.2.1. Internal maintenance			
4.2.2. External			
4.2.3. Garden (If applicable)			
4.2.4. Air conditioning			
4.2.5. Lifts			
4.2.6. Floor covering: normal wear			

4.3. Rates and Insurance	OHSC	Lessor	Estimated cost per month
4.3.1. Municipal rates & increases			
4.3.2. Insurance & Increases			
4.3.3. SASRIA insurance + Increase			

4.4. Other Responsibilities	OHSC	Lessor	Estimated cost per month
4.4.1. Contract costs			
4.4.2. Stamp duty			
4.4.3. Firefighting equipment			
4.4.4. Cost of alterations			

Note: OHSC 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
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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

PARTICULARS FOR PAYMENT OF RENTAL:

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

3. 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

7. CONDITIONS OF TENDER

- 7.1. The OHSC reserve the right not to award the tender.
- 7.2. The OHSC may request clarity of further information regarding any aspect of the bid.
- 7.3. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.
- 7.4. The OHSC reserves the right to conduct a security background check or screening of the service provider.
- 7.5. The OHSC reserves the right to conduct mandatory site inspections on the service provider.
- 7.6. Any conditions imposed by the service provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the service provider.
- 7.7. The service provider will be held liable for any damage or loss suffered by the entity, because of the service provider's own or his/her employees' negligence or intent, which originated at the site.
- 7.8. The service provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the service provider's own employees.
- 7.9. The service provider must, at his/her own expense, take out sufficient insurance against any claims, cost, loss, and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- 7.10. A copy of such insurance contract must be handed to the OHSC Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid or is being sought must be furnished on request.
- 7.11. The OHSC does not bind itself to accept the lowest quote.
- 7.12. The OHSC reserves the right to invite bidders for presentation at the bidders' own cost and perform site visits to shortlisted bidders before the award of the bid, as part of the evaluation process.
- 7.13. Any shortcomings in this specification must be identified by the service provider prior to the awarding of the bid and raised with the OHSC for rectification and agreement.

- 7.14. Any shortcomings identified by the service provider after the bid has been awarded and that would have had an impact on the bid price will be for the account of the service provider.
- 7.15. The winning service provider must be willing to sign a service-level agreement with the OHSC.
- 7.16. Due to the nature and scope of work for the services to be delivered under this RFP, the bidder shall not have the option to sub-contract any of the work under this RFP.
- 7.17. The bidder should confirm unconditional acceptance of full responsibility for executing the "Scope of Work" and compliance with the terms and conditions of the RFP in its entirety.
- 7.18. The OHSC reserves the right to Extend the closing date. The OHSC reserves the right to appoint one or more service providers separately or jointly (whether or not they submitted a joint proposal).
- 7.19. The OHSC reserves the right to award this RFP as a whole or in part.
- 7.20. The OHSC reserves the right to cancel or withdraw this RFP as a whole or in part.

8. CONTRACT PERFORMANCE

- 8.1. Preferred Service provider will enter a contract with the OHSC, which with a format, terms, and conditions set by the OHSC.
- 8.2. The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement.
- 8.3. If it is found that the information provided is false, including the breach of the General Condition of the Contract, The OHSC reserves the right to terminate this contract with immediate effect.

9. FORMAT AND SUBMISSION OF THE PROPOSAL

- 9.1. All the official forms (SBD) must be completed and signed in all respects by bidders' failure to comply will invalidate a bid.
- 9.2. Bidders are requested to submit one (1) original plus and one (1) copy USB drive.
- 9.3. This is a two-stage bidding process in which proposals submitted must include technical and price, submitted in separate envelopes. For this purpose, the service provider must provide in respect of:

9.4. Clearly marked.

- a. Technical, **one (1) original plus** and one (1) copy USB drive.
- b. **Clearly marked price bid sheet, (TO BE SUBMITTED SEPARATELY)** one (1) original should include the name of the service provider and certification that the person signing the proposal entitled to represent the service provider empowered to submit the bid and authorized to sign a contract with the OHSC.

9.5. **For ease of reference, bids should be packaged in the following format:**

- a) Annexure A - Signed Tender Document and Completed SBD Forms
- b) Annexure B (1-4) - Mandatory Documents
- c) Annexure C - Functionality Response
- d) Annexure D - Company Profile
- e) Annexure E - Any other supporting document
- f) Annexure F – schedule of bidder's experience and contactable references.
- g) Annexure G – Pricing template
- h) Annexure H – Resources to be deployed on the project.

10. COMPULSORY INFORMATION SESSION & ENQUIRIES

- a) A compulsory information (briefing) session will be held on Project plan date, OHSC Boardroom at 10h00, at 79 Steve Biko Road, Arcadia, Pretoria.
- b) The Tender briefing session will be held as per page one of this document and other enquiries must be made in writing to the following:
 - Failure to attend the compulsory information (briefing) session will result disqualification.

Details	Technical
Ms. P Kgwele at (012) 942 7812 or pkgwele@ohsc.org.za .	Supply Chain Management
Dr. Mathabo Mathebula at (012) 942 7750 or mmathebula@ohsc.org.za Mr. Phillip Moholola at (012) 942 7816 or pmoholola@ohsc.org.za	Technical official

NB: All tender enquires must be in writing.

11. CLOSING DATE

- 11.1 Proposals must be submitted on or before 11:00 am at the OHSC Offices Reception, 79 Steve Biko Road, Arcadia, Pretoria.
- 11.2 No faxed or emailed tender document will be considered.
- 11.3 Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the timeous delivery of the bid.
- 11.4 A submission will be considered late if it arrives a second after 11:00 am. The bid box shall be locked at exactly 11H00 am, and any bid thereafter will not be accepted.