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Bid No: NWGB 2022/1

Lease of office space for the North West Gambling Board in either Mmabatho or Mafikeng CBD to accommodate the Board personnel and assets for a period of five (05) years.

A SEALED BID ENVELOPE TO BE DEPOSITED IN THE TENDER BOX SITUATED AT

131 University Drive
Mmabatho,
Mafikeng,
2735

Board Members: Mr LW Vere (Chairperson), Ms LI Seepe (Deputy Chairperson), Mr TK Mathe,

Management: S Mogapi (Acting Chief Executive Officer), Mr RJ Moritshioa (Board Secretariat)

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER:

CLOSING DATE:

CLOSING TIME: 11:00

DESCRIPTION.....

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....

A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:

Contact Person:

Tel:

Fax:

E-mail address:.....

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person:

Tel:

Fax:

E-mail address:.....

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 ~~exceed/not exceed~~ R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for 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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 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	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

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

.....

.....

INVITATION TO TENDER: LEASE OF OFFICE SPACE FOR THE NORTH WEST GAMBLING BOARD IN EITHER MMABATHO OR MAFIKENG CBD TO ACCOMMODATE THE BOARD PERSONNEL AND ASSETS FOR A PERIOD OF FIVE (05) YEARS.

Bid Number	NWGB 2022/01
Description	Provision/leasing of office space accommodation to the North West Gambling Board for a period of five (05) years in Mmabatho/Mafikeng area.
Closing of tender	Date: 29 June 2022 Time: 11H00 AM Place: 131 University Drive, Mmabatho
Public opening of submitted tenders	Date: 29 June 2022 Time: 11H00 AM Place: 131 University Drive, Mmabatho
Tender Validity Period	90 days from the closing date

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PART A

1. INTRODUCTION

1.1. BACKGROUND

- 1.1.1. The North West Gambling Board (the Board) is an entity of the Department of the North West Economic Development, Environment, Conservation and Tourism.

1.2. PURPOSE

- 1.2.1. The Board is seeking to lease office space accommodation that can accommodate at least 100 people at an estimated square meterage of not less than 1700m². Parking space/bays for minimum of 60 vehicles including 2 parking bays for persons living with disabilities. The office building must be in a safe and secure area, close to and with easy access to public transport. Access to fibre optic network is essential.

2. MINIMUM TECHNICAL REQUIREMENTS SCOPING

- 2.1 The office space must have or make provision for:

- 2.1.1. Minimum 89 non-sharing offices (with minimum size of 15m²)
- 2.1.2. Minimum of 3 open plan offices (with minimum size of 24m²)
- 2.1.3. Minimum of 60 parking bays including 2 parking bays for persons with disabilities. Parking area to be paved, demarcated and covered.
- 2.1.4. Boardroom that can accommodate minimum of 15 people with 1.5m radius distance between seating arrangements (with minimum size of 24m²)
- 2.1.5. Fully-fitted kitchenettes for each floor if the building has more than one storey; or two fully-fitted kitchenettes if the building has a single storey building (with minimum size of 4m²)
- 2.1.6. An executive suite with minimum 3 offices (with minimum size of 92m²).
- 2.1.7. 2 copy rooms for central printing (one on each floor if the building has more than one storey) (with minimum size of 8m²)
- 2.1.8. Server room with raised flooring that is at least 2m above ground level; steel door; air conditioning and built with level 3 or higher fire-resistant material (with minimum size of 13m²).
- 2.1.9. Records/registry (with minimum size of 77m²)
- 2.1.10. Reception area (with minimum size of 5m²)
- 2.1.11. Waiting area for visitors (with minimum size of 20m²)
- 2.1.12. Strong room (with minimum size of 24m²)
- 2.1.13. Female and male restrooms which also caters for persons with disabilities, one on each floor where there is more than one floor
- 2.1.14. Security/Access Control area that can accommodate 2 people
- 2.1.15. Store room (with minimum size of 8m²)

3. PARTICULARS OF THE BIDDER

- 3.1 Bidders that are unincorporated consortia consisting of more than one legal entity must select a lead entity and furnish the details of the lead entity, unless otherwise specified.

NAME OF BIDDER:			
POSTAL ADDRESS:			
STREET ADDRESS:			
PREFERRED ADDRESS OF SERVICE			
CONTACT PERSON (FULL NAME):			
EMAIL ADDRESS:			
TELEPHONE NUMBER:			
FAX NUMBER:			
BIDDER COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REGISTRATION NUMBER			
BIDDER VALUE ADDED TAX REGISTRATION NUMBER			
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? [TICK APPLICABLE BOX]		YES	NO
IF YES, PROVIDE THE NAME OF THE ISSUING ENTITY?			
REGISTERED WITH THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE [TICK APPLICABLE BOX]		YES	NO
CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER			
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS			

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>			<div style="display: flex; justify-content: space-around; align-items: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No </div> <p>[IF YES ENCLOSE PROOF]</p>	
<p>1. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>			<div style="display: flex; justify-content: space-around; align-items: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No </div> <p>[IF YES ANSWER PART B:3 BELOW]</p>	
<p>2. SIGNATURE OF BIDDER</p>			<p>.....</p>	
<p>3. DATE</p>			<p>.....</p>	
<p>4. FULL NAME OF AUTHORISED REPRESENTATIVE</p>			<p>.....</p>	
<p>5. CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g., resolution of directors, etc.)</p>			<p>.....</p>	
<p>6. TOTAL SQUARE METERS OF BUILDING</p>	<p>R PER SQUARE METER</p>	<p>TOTAL NUMBER OF PARKING BAYS</p>	<p>RATE PER PARKING BAY</p>	<p>TOTAL BID PRICE (VAT INCLUSIVE)</p>

PART B

4. TERMS AND CONDITIONS FOR BIDDING

4.1 GENERAL CONDITIONS

- 4.1.1. BIDS MUST BE HAND-DELIVERED AS PER THE TIMELINES STIPULATED. LATE BIDS WILL NOT BE ACCEPTED AND WILL BE CONSIDERED AN INVALID BID.
- 4.1.2. ALL BIDS MUST BE SUBMITTED ON THE STANDARD BIDDING DOCUMENTS FORMS.
- 4.1.3. BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 4.1.4. 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 LEGISLATION.
- 4.1.5. THE BUILDING SHOULD BE AVAILABLE NOT LATER THAN 3 MONTHS OF ISSUING OF APPOINTMENT LETTER FOR FIT-OUT. THE LEASE PERIOD WILL BE FOR FIVE (05) YEARS.

4.2 TAX COMPLIANCE REQUIREMENTS

- 4.2.1 BIDDERS MUST BE TAX COMPLIANT AT THE TIME OF SUBMISSION OF THE BID AND DURING THE DURATION OF LEASE PERIOD.
- 4.2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE BOARD TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 4.2.3 BIDDERS MUST SUBMIT A PRINTED CENTRAL SUPPLIER DATABASE (CSD) REPORT INDICATING THE TAX COMPLIANCE STATUS (TCS) TOGETHER WITH THE BID.
- 4.2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. EACH MEMBER INVOLVED MUST BE INDICATED IN THE RELEVANT SECTION ABOVE. THIS WILL ALSO APPLY IN RESPECT OF UNREGISTERED CONSORTIA OR JOINT VENTURES.

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

PART C

5. CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below
- Ensure that the following documents are completed and signed where applicable
- Use the prescribed sequence in attaching the annexures that complete the Bid Document

NB: Failure to provide any of the following will render the bid as invalid.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Part B: Documents as identified in 4.2.2 to 4.2.4 of Part B |
| <input type="checkbox"/> | <input type="checkbox"/> | Part E: Completed and signed Specifications/Terms of Reference |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure A: Pricing Schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure B: SBD4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure C: SBD6.1 (applicable if bidder is to claim preference points) |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure D: Certified Copies of All Relevant CIPC or Trust Deed Certificate or Sole Proprietor Registration Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure E: Supporting Documents to Responses to Pre-Qualifying Criteria and Evaluation Criteria. |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure F: General Conditions of Contract |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure G: Tax Compliant Status and CSD Registration Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure H: Company Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure I: Resolution for Signatory |

6. TECHNICAL REQUIREMENTS COMPLIANCE CHECKLIST

OFFICE ACCOMMODATION REQUIRED	CRITERIA MET?	ALREADY AVAILABLE	TO BE PROVISIONED
Minimum of 1700m ²			
Minimum 89 non-sharing offices (with minimum size of 15m ²)			
Minimum of 3 open plan offices (with minimum size of 24m ²)			
Fully-fitted kitchenettes for each floor if the building has more than one storey; or two fully-fitted kitchenettes if the building has a single storey building (with minimum size of 4m ²)			
Minimum total of 60 parking bays including of 02 for persons with disabilities.			
Parking area to be paved or tarred, demarcated, numbered and covered.			
Boardroom can accommodate minimum of 15 people with 1.5m radius distance between seating arrangements (with minimum size of 24m ²)			
An executive suite with minimum 3 offices (with minimum size of 92m ²).			
2 copy rooms for central printing (one on each floor if the building has more than one storey) (with minimum size of 8m ²)			
Server room with raised flooring that is at least 2m above ground level; steel door; air conditioning and built with level 3 or higher fire-resistant material (with minimum size of 13m ²).			
Records/registry (with minimum size of 77m ²)			
Reception area (with minimum size of 5m ²)			
Waiting area for visitors (with minimum size of 20m ²)			
Strong room (with minimum size of 24m ²)			
Female and male restrooms which also caters for persons with disabilities, one on each floor where there is more than one floor			
Security/Access Control area that can accommodate 2 people			
Storage room (with minimum size of 8m ²)			

NB: WHERE THE TECHNICAL REQUIREMENT IS NOT MET ON SUBMISSION AND IS PROVISIONED TO BE ERRECTED, THE BIDDER MUST PROVIDE A FULL IMPLEMENTATION PLAN OF ERRECTING THE AREA WHICH SHOULD BE READY BY THE DATE OF OCCUPATION OF THE OFFICE.

PART D

7. CONDITIONS OF TENDERING

7.1. DEFINITIONS

In this invitation to tender (ITT), unless a contrary intention is apparent:

- 7.1.1. B-BBEE means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 7.1.2. B-BBEE Act means the Broad-Based Black Economic Empowerment Act, 2003;
- 7.1.3. B-BBEE status level of contributor means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2017.
- 7.1.4. Business Day means a day which is not a Saturday, Sunday or public holiday.
- 7.1.5. Bid means a written offer in the prescribed or stipulated form lodged by a Bidder in response to this ITT, containing an offer to provide goods, works or services in accordance with these Terms of Reference/Specification as provided in this ITT. (NB: In this document, the term bid is interchangeably used to refer to a tender).
- 7.1.6. Bidder means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 7.1.7. Companies Act means the Companies Act, 2008.
- 7.1.8. Compulsory Documents means the list of compulsory schedules and documents set out in Part B and Part C.
- 7.1.9. Closing Time means the time after which no further tender submission will be allowed.
- 7.1.10. The BOARD means the North West Gambling Board.
- 7.1.11. Evaluation Criteria means the criteria includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment.
- 7.1.12. Functional Criteria means the criteria to be used to determine the ability of the bidders to offer the lease to expectations.
- 7.1.13. Intellectual Property Rights includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 7.1.14. PFMA means the Public Finance Management Act, 1999.
- 7.1.15. PPPFA means the Preferential Procurement Policy Framework Act, 2000.
- 7.1.16. PPPFA Regulations means the Preferential Procurement Regulations, 2017 published in terms of the PPPFA.
- 7.1.17. Price and Preferential Points Assessment means the process as prescribed by the PPPFA.
- 7.1.18. Proposed Contract means the agreement including any other terms and conditions contained in or referred to in this ITT that may be executed between the BOARD and the successful Bidder.
- 7.1.19. Invitation to tender (ITT) means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the BOARD
- 7.1.20. SARS means the South African Revenue Service.
- 7.1.21. Services means the services required by the BOARD, as specified in this ITT.

- 7.1.22. SLA means service level agreement.
- 7.1.23. Specification means the conditions of tender set and any specification or description of the BOARD's requirements contained in this ITT.
- 7.1.24. Statement of Compliance means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 7.1.25. State means the Republic of South Africa.
- 7.1.26. Tendering Process means the process commenced by the issuing of this ITT and concluding upon formal announcement by the BOARD of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 7.1.27. Website means a website administered by the BOARD under its name with web address www.nwgb.co.za

7.2. INTERPRETATION

In this ITT, unless expressly provided otherwise a reference to:

- 7.2.1. "includes" or "including" means includes or including without limitation; and
- 7.2.2. "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

7.3. TENDER TECHNICAL AND GENERAL QUERIES

- 7.3.1. Technical Queries pertaining to this tender must be directed to: -
The Manager: Facility Management Unit
Email: Imokgoje@nwgb.co.za
- 7.3.2. General Queries pertaining to this tender must be directed to: -
The Acting Manager: Supply Chain Management Unit
Email: mtsotola@nwgb.co.za
- 7.3.3. Tender enquiries can only be made up to 28 June 2022, at 11H00 AM.
- 7.3.4. All enquiries must be made in writing to the relevant official referred to above.
No enquiries will be made or answered telephonically.

7.4. SUBMISSION OF BIDS

7.4.1. DELIVERY

- 7.4.1.1. All bids must be hand-delivered at 131 University Drive, Mmabatho on or before the closing date and time and be physically placed in the bid box by the bidder. No posted or emailed bids will be accepted.
- 7.4.1.2. Hand-delivered documents must be in a sealed envelope, with only the Bid Number and Bid Description eligibly written on one side of the envelope.
- 7.4.1.3. The person delivering the documents must complete a register on site at the security desk.
- 7.4.1.4. No bids will be accepted after the indicated closing date and time.

7.5. RULES GOVERNING THIS ITT AND THE TENDERING PROCESS

- 7.5.1. All Bidders shall be deemed to have accepted the rules, terms and conditions contained in this ITT.
- 7.5.2. The rules contained in this ITT apply to:
- 7.5.2.1. The ITT and any other information given, received or made available in connection with this ITT, and any revisions or annexures;
- 7.5.2.2. The Tendering Process; and
- 7.5.2.3. Any communication (including any briefings, presentations, meetings, and negotiations) relating to the ITT or the Tendering Process.

7.6. INDEMNITY AND DISCLAIMER

7.6.1. STATUS OF ITT

- 7.6.1.1. This ITT must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the BOARD and any Bidder unless and until the BOARD has executed a formal written contract with the successful Bidder.

7.6.2. ACCURACY OF INFORMATION

- 7.6.2.1. Whilst all due care has been taken in connection with the preparation of this ITT, the BOARD makes no representations or warranties that the content in this ITT or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. THE BOARD, and its officers, employees and directors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 7.6.2.2. If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this ITT or any other information provided by the BOARD (other than minor clerical matters), the Bidder must promptly notify the BOARD in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the BOARD an opportunity to consider what corrective action is necessary (if any). Any discrepancy, ambiguity, error or inconsistency unless or otherwise determined by the BOARD, shall not invalidate this ITT.
- 7.6.2.3. Any actual discrepancy, ambiguity, error or inconsistency in this ITT or any other information provided by the BOARD will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

7.7. ADDITIONS AND AMENDMENTS

- 7.7.1. The BOARD reserves the right where necessary to change any information in, or to issue any addendum to this ITT before the closing date and time. The BOARD and its officers, employees and directors will not be liable in connection with either the exercise of, or failure to exercise this right.

7.7.2. If the BOARD exercises its right to change information in terms of clause 7.7.1, it may seek amended Tenders from all Bidders.

7.8. NO OBLIGATION TO ENTER INTO CONTRACT, RIGHT TO TERMINATION AND REJECTION OF BIDS

7.8.1. The BOARD is under no obligation to appoint any Bidder or Bidders (as the case may be), or to enter into a contract with any Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the BOARD, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the BOARD will be free to proceed via any alternative process.

7.8.2. The BOARD will not conduct a briefing session for this ITT.

7.8.3. Notwithstanding anything else in this ITT, and without limiting its rights at law or otherwise The Board reserves the right to cancel this ITT at any time at its own discretion, reject any bid that does not comply with the mandatory requirements for bidding and or is submitted after the closing date and time.

7.9. REPRESENTATIONS

7.9.1. No representations made by or on behalf of the BOARD in relation to this ITT will be binding on the BOARD unless that representation is expressly incorporated into the contract ultimately entered between the BOARD and the successful Bidder.

7.10. REQUEST FOR CLARIFICATION OR FURTHER INFORMATION

7.10.1. All communication, questions or requests for further information or clarification of this ITT or any other document issued in connection with the Tendering Process must be directed to the BOARD officials as indicated in this ITT.

7.10.2. Any communication by a Bidder to the BOARD will be effective upon receipt by the designated Official of the BOARD (provided such communication is in the required format).

7.10.3. In all other instances, the BOARD may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the BOARD).

7.11. COMPLAINTS ABOUT THE BIDDING PROCESS

7.11.1. Any complaint about the ITT, the Tendering Process and/or conduct of an employee or director of the BOARD must be submitted to the Office of the CEO in writing, by email, post or hand delivery, immediately upon the cause of the complaint arising or becoming known to the Bidder to

Email: ceo@nwgb.co.za

Physical Address: 131 University Drive, Mmabatho 2735

7.12. BIDDER'S RESPONSIBILITIES

Bidders are responsible for:

- 7.12.1. Examining this ITT and any documents referenced or attached to this ITT and any other information made or to be made available by the BOARD to Bidders in connection with this ITT;
- 7.12.2. Fully informing themselves in relation to all matters arising from this ITT, including all matters regarding the BOARD's requirements for the provision of the services;
- 7.12.3. Ensuring that their Bids are accurate and complete;
- 7.12.4. Making their own enquiries and assessing all risks regarding this ITT, and fully considering and incorporating the impact of any known and unknown risks into their Bid;
- 7.12.5. Ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazettes; and
- 7.12.6. Submitting all Compulsory Documents.
- 7.12.7. Bidders with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.
- 7.12.8. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.
- 7.12.9. The BOARD 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 BOARD.
- 7.12.10. Failure to provide the required information may result in disqualification of the Bidder.
- 7.12.11. The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The BOARD will not be held responsible for, or pay for any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.

7.13. BENEFICIAL OCCUPATION

- 7.13.1. The proposed office space must be available from 01 November 2022 to 31 December 2022 to allow the BOARD to prepare the office for occupation.
- 7.13.2. The lease agreement must include beneficial occupation of two (02) months. During the beneficial occupation period the Bidder will not charge the BOARD for rental, parking, electricity, water, operational costs and any other costs to be raised during that period.
- 7.13.3. The BOARD will take full occupation of the building by 01 January 2023.

7.14. PREPARATION OF BIDS

- 7.14.1. Bidders must ensure that their Bid is submitted in the required format as stipulated in this ITT; and all the required information fields in the Bid are completed in full and contain the information requested by the BOARD.
- 7.14.2. The BOARD may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.
- 7.14.3. Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 7.14.4. Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.

An incomplete Bid will be disqualified or assessed solely on the information completed or received with the Bid.

7.15. OPENING OF TENDER SUBMISSION BEFORE CLOSING DATE

- 7.15.1. No tender submission will be opened before the closing date. All tender submissions will be opened on the closing time and date specified in this ITT.

7.16. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

- 7.16.1. All Bids received by the BOARD will be treated as confidential. The BOARD will not disclose contents of any Bid and Bid information, except:
- 7.16.1.1. as required by law;
 - 7.16.1.2. for the purpose of investigations by other government authorities having relevant jurisdiction;
 - 7.16.1.3. to external consultants and advisors of the BOARD engaged to assist with the Tendering Process;
 - 7.16.1.4. or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

7.17. USE OF BIDS

- 7.17.1. Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the BOARD. Bidders will retain all ownership rights in any intellectual property contained in the Bids.
- 7.17.2. Each Bidder, by submission of its Bid, is deemed to have authorised the BOARD to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the BOARD to evaluate the Bid.

7.18. OFFICE SPACE PREPARATION REQUIREMENTS POST AWARD

- 7.18.1. Below is a list of requirements that may not be available at the time of evaluation, but the successful bidder should provide for when the tender is awarded. These will form part of the lease agreement.

	REQUIREMENT
i.	Fire protection (detection and suppression) equipment to be installed to comply with SANS 10400 . These must include smoke detectors, warning system sirens and lights, fire extinguishers for all fire types, hose reels, signage, etc. (the list is not exhaustive). Full Fire maintenance plan to be provided as part of the lease agreement.
ii.	Air conditioning must be of an acceptable standard and quality. The air conditioning units must be installed in each workspace/office. Air conditioning units shall be maintained and serviced as per manufacturer's specifications at the account of the landlord.
iii.	Partition walls shall be used to divide the total floor area of the building into offices and other areas required. The walls for the boardroom and the executive office area of the building shall have a noise reduction factor of not less than 45 dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any. Provision must be made for 600mm wide side lights from 300mm (@finished floor level F.F.L.) to door height to all offices.

iv.	<p>Floor covering must be of an acceptable standard and quality. Foyers, passages, kitchens, bathrooms to be tiled either in a ceramic, vinyl or porcelain tiles. Offices to be tiled with carpet tiles or soft vinyl flooring. No unfinished cement screed shall be permitted.</p> <p>The storage areas (strong room and registry) must have non-slip rubber tiles.</p>
v.	<p>The building must have an emergency power supply unit subject to the size of the building to ensure essential areas such as emergency lifts, emergency lighting, computer server room, computer workstations etc., are functioning in the event of a power failure, load shedding, at occupation. The emergency power supply should be able to provide power to the entire building for a minimum period of four (04) hours.</p>
vi.	<p>Bidders must indicate the make and electrical capacity of the emergency power supply unit installed in the building and also provide a list of the standard equipment that may be connected to it.</p> <p>Make.....</p> <p>Capacity.....</p>
vii.	<p>An indication of how long (duration) the emergency power supply unit can provide emergency power to the standard equipment currently connected.</p> <p>Duration.....</p>
viii.	<p>The landlord must provide at least a minimum of two (2) 5500lt water tanks with a pressure pump as a water backup supply during office hours. In case of a double storey building, the tank must be elevated to assist the pressure of water supply to all floors.</p>
ix.	<p>Should water shading be implemented by local authorities, the water supply mentioned above should be sufficient to cover a period of two days and more. A regular maintenance of all water related equipment is compulsory.</p>
x.	<p>The landlord will be required to install external surveillance of the building, giving full operational access to NWGB. The landlord will be responsible to maintain the surveillance system.</p>
xi.	<p>Requirements for server room:</p> <p>The purpose of the Server Room Standards is to describe the minimum requirements for designing, installing, securing, monitoring, maintaining, protecting, and commissioning a server room at the North West Gambling Board.</p> <p>These standards are designed to represent the baseline of the required Server Room specifications. While the standards that are listed herein are referenced for examples of best practices, it should be noted that site conditions, special requirements, and cost of modifications will be taken into consideration when implementing the final configuration of a site. These standards will be regularly reviewed and updated based on new industry standards, new technology, and lessons learned.</p>

Physical Plan Layout and Management

A. Heating, Ventilation and Air Conditioning (HVAC)

1. CRAC (Computer Room Air Conditioner) Units: Building Air Conditioning System

- a. Cooling and related equipment must be sized to account for:
 - i. The size of the cooling load of all equipment.
 - ii. The size of the cooling load of the building (lighting, power equipment, personnel, building envelope).
 - iii. Over sizing to account for humidification effects.
 - iv. Over sizing to account for redundancy should a unit fail.
 - v. Over sizing to account for appropriate future growth projections.
- b. All cooling equipment must be designed, installed, and maintained by qualified technicians. All cooling equipment must follow the vendor's recommended maintenance schedule.
- c. Air filtration media should be installed at air intake points. Media should be replaced on a regular schedule based on the manufacturer recommended filter lifespan.

2. Humidity/temperature control:

- a. Humidity and temperature must be maintained at a level that is compliant with the equipment installed on the server room floor.
- b. Humidity injection units must have separate drains and be fed by conditioned water.

3. Air delivery and return management:

- a. Cold air delivery must be managed such that the required amount of air can be delivered to any necessary equipment location.
- b. Hot air return must be managed to extract air directly to CRAC units without mixing with cold air delivery.

4. System monitoring:

- a. All infrastructure systems supporting machine space services must be monitored on a continual basis.
- b. Monitoring must be at a central location.
- c. Monitoring system must support a master reporting console that can also be accessed remotely (including history logs) and must notify support staff of alarms at central and remote sites.

B. Electrical Systems

1. Main power control panel:

- a. Must be located in a secure mechanical room.
- b. Must have HVAC systems to support heat load and correct humidity levels.

- c. Must have surge suppression sufficient to prevent large surges from damaging panels and equipment supported by panel.
 - d. Must have UPS (Uninterruptible Power Supply) support for power failure.
2. Uninterruptable Power Supply (UPS) Systems
- a. UPS systems in the server room must be sized to meet current and future needs, with sufficient battery backup to allow for a controlled shutdown of primary servers.
 - b. UPS systems must be designed, installed, and maintained by authorized electricians and technicians and housed in a secure location.
 - c. UPS systems must have bypass capability to allow for periodic maintenance.
3. Power cable layout:
- a. The power pathways must maintain separation from data cable pathway
 - b. Equipment power cables should be the minimum required length and slack/strain management must be employed.
 - c. Cables must be arranged to minimize air flow disruptions.
4. Grounding systems:
- a. All server room equipment must be grounded
 - b. Server room equipment grounds must be independent of all other building grounds (such as lightning protection systems).
 - c. All metal objects must be bonded to ground including cabinets, racks, PDUs (Power Distribution Units), CRACs, cable pathway, and any raised floor systems.
5. Monitoring system:
- a. All electrical equipment must be monitored.
 - b. Monitoring systems must be IP capable.
 - c. Monitoring systems must be IP capable and be remotely accessible.
 - d. System must be able to report alarms at the central and remote consoles by email and send recorded cell phone messages.
 - e. Monitoring system must have analysis and reporting function.
 - f. System must be able to retain log files of equipment performance and incident history.
6. Maintenance and testing:
- a. All electrical system components should be regularly inspected.
 - b. Main power switches, transformers, automatic transfer switches, and other major electrical system equipment must be maintained by

qualified technicians per factory specifications and recommendations for service cycles.

C. Access Control and Safety

1. Door security:

- a. Secured doors must fail open in a fire emergency.

2. Video Security:

- a. Allows for local and remote surveillance of secured and public spaces.

3. Emergency procedures:

- a. All sites must maintain published emergency procedures that address:
 - i. Emergency contact information
 - ii. Various and the respective site's planned responses
 - iii. Ongoing testing and staff awareness

4. Fire alarm and suppression systems:

- a. Must be designed specifically for use in server rooms.
- b. Suppression systems must be designed to minimize risk of equipment damage.
- c. Suppression system must minimize risk to building occupants.
- d. Suppression systems must be a dry pipe system.
- e. Must be maintained by qualified technicians.

D. Raised Floor System

1. Under floor space management:

- a. Must remain clean and corrosion free.
- b. Constant air pressure must be maintained at all times.
- c. Must remain obstruction free for proper air flow.

2. Floor structure maintenance

- a. Must be corrosion and rust free.
- b. Damaged pedestals, cross members, tiles, or missing fasteners must be replaced immediately to maintain floor integrity.

E. Dimensions

13m²

8. EVALUATION CRITERIA AND PROCESS

8.1. SITE INSPECTION BY THE BID EVALUATION COMMITTEE

- 8.1.1. The Bid Evaluation Committee of the Board reserves the right to conduct site inspection of the building made available by any bidder on any date for purposes of conducting its evaluation of the building.
- 8.1.2. It will be the bidder's responsibility to ensure that the building is accessible for the purpose of the aforementioned and any relevant person is available to accompany the Committee members.

8.2. FIRST STAGE - ADMINISTRATIVE COMPLIANCE

	Documentation Required	Attached (Yes/No)
1	Original or certified copy of B-BBEE Contribution Level Certificate	
2	CSD report showing tax compliance status	
3	Grading certificate of the building not older than twelve (12) months	
4	Proof of Registration on Central Supplier Database	

8.3. MANDATORY REQUIREMENTS

	Documentation Required	Attached (Yes/No)
1	Company registration certificate with Companies and Intellectual Property (CIPC) issued in terms of Companies Act of 2008	
2	Completed, signed Standard Bidding Documents, Terms of Reference, and all supporting annexures and documents	
3	Proof of ownership of building for lease (Title Deed and/or Bond Documents if the building is bonded, will be proof of ownership)	
4	Proof of location of building (Title Deed and/ or the municipal account will be proof of location)	
5	Deed Property Search printout not older than one (01) month	
6	Legal mandate to negotiate the leasing of the building (in case of agents)	
7	Space planning and site layout meeting the minimum required space meterage	
8	Building Certificate of compliance not older than twelve months	
9	Detailed Pricing Schedule covering the five-year lease period	

- 8.3.1. Failure to submit any of the above listed documents, the Bid will be considered incomplete, invalid and disqualified for any further evaluation.

8.4. SECOND STAGE - FUNCTIONALITY EVALUATION CRITERIA

Item No	Evaluation Criteria	Compliance	Points Allocation	Maximum Points
1	The building meets the minimum space meterage requirement of 1700m ²	≥1700 to 2000	50	50
		Less than 1700m ²	0	
2	The building meets the minimum requirements set (Compliance checklist to be completed by the Evaluation Committee, taking into consideration the implementation plan as per clause 6). In allocating points, the requirements “already available” and “to be provisioned” in clause 6 will be treated equally and allocated the same points.	100%	30	30
		≥75% to <100%	25	
		≥50% to <75%	20	
		≥25% to <50%	15	
		>0% to <25%	10	
		0%	0	
3	Building Grading (Grading certificate as submitted by the Bidder)	P	20	20
		A	15	
		B	10	
		C	5	
		Not graded	3	
Total points				100

- 8.4.1. Bidders must achieve a minimum score of 60% to proceed to the next stage of evaluation.
- 8.4.2. Bidders not meeting the minimum specified square meter requirements will be considered non-responsive and will not be appointed.
- 8.4.3. The BOARD will only pay rental for up to 2000m².

8.5. THIRD STAGE: PRICE AND PREFERENTIAL POINTS ASSESSMENT

- 8.5.1. The Third stage of evaluation of the Bids will be in respect of price and preferential procurement only. Points will be allocated to Bidders at this stage of the evaluation in accordance with the PPPFA and the PPPFA Regulations, as follows:

Price points 80
Preferential procurement points 20

Price points

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

$$P_s = 80(1 - (P_t - P_{min}) / P_{min})$$

Where:

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

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

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

Preferential procurement points

A maximum of 20 points may be awarded in respect of preferential procurement, which points must be awarded to a tenderer for attaining their B-BBEE Status Level in accordance with the table below:

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

An unincorporated trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Bid.

Total points

The total points scored by each Bidder will be calculated by adding the points scored for price (out of 80) to the points scored for preferential procurement (out of 20).

The successful Bidder will be the Bidder which has the highest total points (out of 100) for both price and preferential procurement (unless there is a basis for selecting a different successful Bidder in accordance with section 2(1)(f) of the PPPFA).

NB: Bidders are required to submit, as Annexure E to their Bids, any documentation which supports the responses provided in respect of the Eligibility Criteria below.

PART E

Annexure A

PRICING SCHEDULE

Pricing Schedule					
	Year 1	Year 2	Year 3	Year 4	Year 5
Office Rental (rate per square meter)					
Parking (rate per bay)					
Annual Escalation Fee					
MONTHLY TOTAL AMOUNT					
ANNUAL TOTAL AMOUNT					
TOTAL AMOUNT OVER A 60-MONTH PERIOD					

NB: In all the above amounts, bidders must include VAT but must not include charges for water and electricity as these are variable costs to be borne and paid by BOARD. Failure to complete the pricing schedule in full and fully detailed pricing schedule may lead to disqualification of the BID.

Annexure B

SBD 4 (Herein attached)
BIDDER'S DISCLOSURE

Annexure C

SBD 6.1 (Herein attached)
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

Annexure D

CERTIFIED COPIES OF ALL RELEVANT CIPC OR TRUST DEED CERTIFICATE OR SOLE PROPRIETOR REGISTRATION DOCUMENTS

Bidders are required to include, as Annexure D to their Bids, certified copies of all relevant CIPC or Trust Deed Certificate or Sole Proprietor registration documents listing all members and shareholders with percentages.

Annexure E

SUPPORTING DOCUMENTS TO THE PRE-QUALIFYING CRITERIA AND EVALUATION CRITERIA

Bidders are required to include, as Annexure E to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria and Evaluation Criteria.

Where the supporting document is the profile of a member of the Bidder's proposed team, this should be indicated.

Annexure F

GENERAL CONDITIONS OF CONTRACT

PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.

PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUAINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.

NOTE: All Bidders are required to confirm (*Tick applicable box*) below:

Item	YES	NO
Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?		

Annexure G

TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS

ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E-FILING PRIOR TO APPOINTMENT/AWARD OF THE BID.

REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A BIDDER TO BE APPOINTED, TO CONDUCT BUSINESS WITH THE BOARD. THE ONUS IS ON THE SUCCESSFUL BIDDER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE BID.

CSD Registration Number:	
---------------------------------	--

**Annexure H
COMPANY DETAILS**

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name:

.....

.....

Company Registration Number:

.....

VAT Number:

.....

Bank Name and Branch:

.....

Bank Account Number:

.....

Professional Registration Details:

.....

.....

.....

.....

.....

Professional Indemnity Details:

.....

.....

.....

**Annexure I
RESOLUTION FOR SIGNATORY**

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for _____

Contract No. _____
and any Contract which may arise there from on behalf of (Block Capitals)

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES: _____

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

IMPORTANT NOTICE: RESOLUTION TO SIGN

1. In the event that a resolution to sign is not completed by all directors/ shareholders of the enterprise, the signature of any one of the directors or shareholders to this quotation will bind all the directors/ shareholders of the enterprise and will therefore render the quotation valid.

2. In the event that a non-shareholder/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the quotation.
3. In the case of a joint venture or consortium, at least one director/ shareholder of each of the parties need to sign the joint venture or consortium agreement.
4. Furthermore, in the case of a joint venture or consortium at least one director/ shareholder of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

DECLARATION

I, THE UNDERSIGNED

NAME:

CERTIFY THAT THE INFORMATION FURNISHED IN THIS DOCUMENT, ANNEXURES AND ALL OTHER ATTACHMENTS, PRESENTATION AND ANY OTHER FORM OF COMMUNICATION, IS CORRECT.

I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder