



# agriculture

Department:  
Agriculture  
**PROVINCE OF THE EASTERN CAPE**

## BID DOCUMENT

**LETTING OF OFFICE ACCOMMODATION FOR DEPARTMENT OF AGRICULTURE FOR A PERIOD OF 36 MONTHS- QUMBU SERVICE CENTRE- MHLONTLO LOCAL MUNICIPALITY - OR TAMBO DISTRICT**

**SCMU8 26/27-0060**

<b>TENDERER:</b>	
<b>CSD NUMBER:</b>	
<b>LOGIS NUMBER:</b>	
<b>SPECIFIC GOALS:</b>	
<b>CLOSING DATE:</b>	<b>30 JUNE 2026</b>
<b>CLOSING TIME:</b>	<b>11:00</b>
<b>BID AMOUNT INCLUSIVE OF ALL APPLICABLE TAXES</b>	<b>R.....</b>

PREPARED BY:

### **SUPPLY CHAIN MANAGEMENT**

DEPARTMENT OF AGRICULTURE  
52 SPRIGG STREET  
MTHATHA  
5099

TEL: (081) 035 0379

FAX:

E-MAIL: [Nosive.Futshane@ecagriculture.gov.za](mailto:Nosive.Futshane@ecagriculture.gov.za) for administrative enquiries  
[Nondumiso.Nditha@ecagriculture.gov.za](mailto:Nondumiso.Nditha@ecagriculture.gov.za) for technical enquiries

## TERMS OF REFERENCE

### **1. INTRODUCTION**

- (i) The Department is responsible for procuring all leased office accommodation on behalf of the Provincial Government. In securing leased office accommodation, the primary objective of the Department, inter-alia, is to provide functional and best fit for use, type and location of office accommodation at optimal value to the Provincial Government.
- (ii) The department is looking to lease a building which complies with the following Acts,
- Occupational Safety Act, 1993 (Act 85 of 1993)
  - Government Immovable Asset Management Act No.19 of 2007;
  - National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) and published under Government Notice No. R 1081 of 10 June 1988;
  - Office space norms and standards which all Government departments must comply with, except in situations where written permission from the Minister under which the department operates, has been received.
- (iii) The successful service provider will be required to sign a contract with the department for the leasing of office accommodation specified under these Terms of Reference and agreeing to clearly identified service levels.

### **2. OBJECTIVE**

- 1.1 The Department of Agriculture (DoA) in OR Tambo District is looking for building/facilities/property to be utilized for implementation of DoA's mandate. The facility should be located in Qumbu area. The distance of the office building must not be more than 1 kilometre radius from town.
- 1.2 The department invites suitably qualified and experienced Property owners or Facilities Management service provider(s) to submit bids for the leasing of their office accommodation facilities/properties' to meet its day-to-day office space requirements.
- 1.3 All bidders **MUST** respond to and comply with the following technical specifications and requirements that will be utilised by the Department to evaluate whether or not the building being offered by the bidder meets the technical requirements of the Department.

## SCOPE OF WORK

The scope of this project includes the provision of office accommodation for Qumbu Local Service Centre as outlined below and as per attached office needs requirements.

The office will be utilized by thirty-five (35) personnel as stated in table

**TABLE 1**

Deputy Director: Co-ordination	01
Control Agricultural Development Technician	01
State Vet	01
Offices for Agricultural Advisors	12
Food Security Coordinator	01
Offices for Animal Health Technicians	07
Artisan (OSD)	01
Provisioning Admin. Clerk	01
Land Admin Clerk (Vacant)	01
Land Care Admin Clerk (Vacant)	01
Community Animal Health Workers	05
Cleaner	01
Groundsman (Vacant)	01
General Assistant: Vet (Vacant)	01

**TABLE 2**

NO.	ITEM	DESCRIPTION	Indicate YES/NO and sign next to each item
<u>1.</u>	<b>Property size and location</b>	<p>a) <b>Property size:</b></p> <p>Leasable Area of minimum of 218.8m<sup>2</sup> on occupation</p> <ul style="list-style-type: none"><li>• minimum of 218.8m<sup>2</sup> for office space</li><li>• minimum of easily accessible parking bays on same premises of the proposed building 12 cars</li></ul> <p>b) <b>Property Location:</b></p> <ul style="list-style-type: none"><li>• The yard should be located within the jurisdiction of the Mhlontlo Local Municipality in Qumbu area.</li><li>• It should have the potential of frontage branding facing the main routes.</li><li>• It must be situated where there is easy access to public transport facilities.</li></ul>	

<b><u>2.</u></b>	<b>Condition of the Property/Building compliance</b>	<p><b><u>Preferable both water meter and electricity meter box be separated</u></b></p> <p>Property must be in a good condition and must have the following documentation prior occupation:</p> <ul style="list-style-type: none"> <li>➤ Certificate of occupation</li> <li>➤ Electrical installation certificate, Electrical Certificate of compliance to ensure electrical safety as per Electrical Installation regulations.</li> <li>➤ Fire Fighting Equipment certificate</li> <li>➤ OHS and any other documentation the department may require</li> <li>➤ Windows and outside doors must be fitted with burglar bars and windows must be fitted with blinds.</li> <li>➤ All office floors must be laminated</li> <li>➤ Boardroom, kitchen, toilets including and passages must be fitted with ceramic tiles.</li> <li>➤ Air conditioner in each office with natural ventilation (Windows), service provider might be given 30 days allowance to install air conditioners.</li> </ul>	
<b><u>3</u></b>	<b>Property Information</b>	<p>Bid proposal should clearly outline the following:-</p> <ul style="list-style-type: none"> <li>• Physical address, stand/ERF number,</li> <li>• Details of all partners to the offer,</li> <li>• Detailed rental option</li> <li>• Tenant installation allowance</li> <li>• Building insurance information</li> </ul>	
<b><u>4</u></b>	<b>Property description</b>	<p>Office Types of recommended / acceptable facility / property set-up</p> <ul style="list-style-type: none"> <li>• Type of set-up</li> </ul> <p>(i) Proposed new development or existing facility set-up (It is a building which is fully covered and has parking bays and offices inside)</p> <ul style="list-style-type: none"> <li>• Parameter fencing requirement</li> </ul>	

**Generic features applicable to the facility**

(Any of the following type/s of fencing are acceptable for a warehouse set-up)

- Solid wall
- Palisade
- Clearview or similar
- Entrance and Exit (External Main gate into the facility)
- Physical Security for access control
- Guard house (Brick and mortar)
- Lockable gates

Yard must be paved and well fenced with lockable gates

- Parameter fencing requirement
- Fully fenced by solid walls with barbed wire to limit outside viewing and entrance (minimum height required: 2.5 metres) and electric fence linked to an alarm system which is monitored both inhouse and offsite.
- Parking facilities requirements
  - Parking area must at least accommodate minimum of 12 vehicles with 1 parking for people living with disabilities.
  - Bid proposal should have a detailed layout of the following types of parking areas i.e.
    - Shaded
    - Open parking bays
    - Delivery and/ or drop off zone
    - Disabled Parking
- Guard house
  - Guard house must be next to the entrance
  - It must be built with bricks and mortar or Wendy house

		<ul style="list-style-type: none"> <li>Guard house must at least accommodate two people</li> </ul>	
<u>5</u>	<b>Main access to the building</b>	<p>Proximity of the building to; (bidder to give a brief description or schematic presentation)</p> <ul style="list-style-type: none"> <li>Main Roads</li> <li>Pedestrian Walkways</li> <li>Amenities</li> </ul> <p>Public transport etc.</p>	
<u>6</u>	<b>Accessibility of office or building</b>	<p>Building must be user friendly for people with disability, internally and externally, in compliance with relevant Acts.</p> <ul style="list-style-type: none"> <li>➤ Wheelchair ramp with handrail to accommodate people living with disabilities.</li> </ul>	
<u>7</u>	<b>Technology and communication</b>	<p>Building must have the following infrastructure</p> <ul style="list-style-type: none"> <li>Power and network cabling compatibility.</li> <li>Fibre</li> <li>Server room should have at least 1.5m clearance in front and behind rack</li> <li>Network Cabling of offices is compulsory and a minimum of 1 network point per office</li> </ul>	
<u>7</u>	<b>Health &amp; Safety</b>	<p>Building must comply with the required standards, OHS etc;</p> <ul style="list-style-type: none"> <li>6 x Fire extinguishers (2 x class A, 2 x class B and 2 x class C) must be installed in compliance with safety regulations including safety symbolic signage.</li> <li>Building must have firefighting equipment in terms of the fire requirements (fire extinguishers, fire hoses, alarm system, intercom, fire escape doors and smoke detectors) and these should be maintained and serviced regularly by the Landlord.</li> <li>To be installed in all strategic points</li> </ul>	

		<ul style="list-style-type: none"> <li>• The installed equipment must comply with all SABS regulations</li> <li>• They must be maintained and tested at frequent intervals</li> <li>• Installation of smoke and fire detection</li> <li>• Emergency exit doors in compliance with OHS Act and Assemble point identified and properly labelled.</li> </ul> <p>Fumigation:</p> <p>The building must be fumigated against any kind of pests, insects, etc. and must provide proof that the building was fumigated.</p>	
<u>8</u>	<b>Maintenance</b>	<p>Maintenance plan:</p> <p>Maintenance plan should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, electricity, plumbing work, day-to-day maintenance of the building, etc.):</p> <ul style="list-style-type: none"> <li>• The office premises (interior and exterior) to be fully serviced and maintained by the Landlord;</li> <li>• Turn-around time to be clearly stated on maintenance and repair work by the Landlord;</li> <li>• Bid proposals to allow DoA to do its own repairs in cases where the Landlord's turn-around time was not met and to have the expenses reimbursed by the landlord</li> </ul> <p>NB: Plan will be attached to the SLA and will be required prior occupation</p>	
<u>9</u>	<b>Building support services</b>	<p>Bidders are expected to ensure the availability of the following services on occupation:</p> <ul style="list-style-type: none"> <li>• Water;</li> <li>• 5000 litres water tank as a backup must be supplied, installed and filled with water as when required.</li> <li>• Electricity;</li> <li>• Sanitation; and</li> <li>• Refuse removal service.</li> </ul>	
<u>10</u>	<b>Occupation of property and</b>	The bidder to give an indication of the time lines required to do the necessary	

	<b>indicative commencement date</b>	<p>construction, alterations and repairs to get the property ready for occupation in line with DoA's requirements.</p> <ul style="list-style-type: none"> <li>Draft development/project implementation plan with indicative timelines, milestones reflecting total days required to complete construction, repairs, renovations and all necessary alterations for the property to be ready for occupation</li> <li>Bidder to also attach proposed draft sketch/plan of the property which must accommodate all departmental needs.</li> </ul> <p>NB: The proposed development/project plan and property plan/sketch should first be discussed and agreed upon with DoA's office services unit prior to the implementation</p> <p>(ALL TO BE SUBMITTED WITH THE BID DOCUMENTS)</p>			
<b>11</b>	Offices	Deputy Director: Co-ordination	01	12m <sup>2</sup>	
		Control Agricultural Development Technician	01	9m <sup>2</sup>	
		State Vet	01	9m <sup>2</sup>	
		Offices for Agricultural Advisors	12	6m <sup>2</sup> 36 square meters required	
		Offices for Animal Health Technicians	07	6m <sup>2</sup> each office  21 square metres required	
		Food Security Coordinator	01	6m <sup>2</sup>	
		Provisioning Admin. Clerk	01	6m <sup>2</sup>	
		Land Admin Clerk	02	6m <sup>2</sup>	
		Artisan (OSD)	01	3m <sup>2</sup>	
		Community Animal Health Workers	05	3m <sup>2</sup>  8 square metres required	
		Cleaner	01	3m <sup>2</sup>	
		Groundsman	01	3m <sup>2</sup>	
		General Assistant (Vet)	01	3m <sup>2</sup>	
<b>12</b>	Facilities	Boardroom	01	36m <sup>2</sup>	
		Records room	01	14m <sup>2</sup>	
		Storeroom (cleaning material & equipment)	01	6m <sup>2</sup>	
		Kitchen with built in cupboards	01	5m <sup>2</sup>	

		Toilets with hand washing basins	02	(3m <sup>2</sup> each) (1 x Female toilet and 1x Male toilet must also accommodate people living with disabilities)	
--	--	----------------------------------	----	---	--

**SERVICE CONTRACT DURATION**

- Contract will be valid for a period of 36 months
- Contract Agreement and SLA to be signed after award of contract and before commencement of work
- The contract for the required Service in terms of this invitation to bid shall come into being on the date of issue of the letter of acceptance of the Landlords bid by the DOA or any other authorized authority or person (as the case may be) and shall continue in force for the period stated in the agreement. The Landlord is further obliged for the future support while the contract is in force.

**PAYMENT**

- Payment for the service will be made on a monthly basis on receipt of an invoice for services rendered.

**DUE DILIGENCE**

The department will conduct a site inspection to verify the property descriptions, location, accessibility and have/demonstrate the ability and capacity to delivery the project within a minimum of 3 months and maximum of 6 months of award by the department.

**GENERAL**

Any requirements laid down in the terms of reference shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and approved thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this bid.

**CONSTRUCTION AND APPEARANCE OF BUILDING:**

a.	The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Agriculture. The building shall be fully accessible to the physically challenged. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. <b>A certificate to this effect must be submitted.</b>
----	---

**RECORD ROOMS:**

a.	Record rooms shall be rooms with category 1 record room doors which can be opened from both sides, and which comply with SABS Specification 949. Record room walls shall be of masonry of not less than 220mm thick or of concrete of not less than 150mm thick or of such structure approved by the Department of Roads & Public Works.
----	--

- |    |  |
|----|--|
| b. | Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works. |
| c. | All keys shall be handed over to the Department of Agriculture.  |

**ROOM AREAS AND PARTITIONS:**

- |    |   |
|----|---|
| a. | Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls 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. |
|----|---|

**PASSAGE WIDTH:**

- |    |   |
|----|---|
| a. | As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages, those specific areas will be identified and the passage width specified as part of the accommodation particulars. |
|----|---|

**FLOOR TO CEILING HEIGHTS:**

- |    |  |
|----|--|
| 1. | A clear floor to ceiling height of as close as possible to 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas. |
|----|--|

**DOORS, LOCKS AND KEYS:**

- |    |   |
|----|---|
| 1. | All offices shall be provided with a door of at least 813mm and each fitted with a good quality five pin cylinder lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building. Two master keys which can unlock the locks of all offices shall also be provided. |
|----|---|

**FLOOR COVERING:**

- |    |   |
|----|---|
| 1. | Floor covering must be of an acceptable standard and quality to last for at least 10 years. |
|----|---|

**LIGHTING**

- |                  |  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
|------------------|--|-----------------|---------|-----------------|---------|-----------------|---------|----------|--------|-------------|---------|------------------|---------|------------|---------|-----------|---------------|-------------|---------|---------|--------|
| 1.               | <p>Each office shall be provided with its own light switch in a suitable position near the door. Lighting conforming to the following standard must be provided:</p> <table> <tr> <td>Reception areas</td> <td>100 lux</td> </tr> <tr> <td>General offices</td> <td>300 lux</td> </tr> <tr> <td>Drawing offices</td> <td>500 lux</td> </tr> <tr> <td>Passages</td> <td>50 lux</td> </tr> <tr> <td>Auditoriums</td> <td>100 lux</td> </tr> <tr> <td>Conference rooms</td> <td>100 lux</td> </tr> <tr> <td>Classrooms</td> <td>200 lux</td> </tr> <tr> <td>Libraries</td> <td>300 – 400 lux</td> </tr> <tr> <td>Store rooms</td> <td>200 lux</td> </tr> <tr> <td>Parking</td> <td>50 lux</td> </tr> </table> <p>All Lamps and Light Fittings must comply with the Energy Saving Regulations. Office lights to be controlled by motion sensors.</p> | Reception areas | 100 lux | General offices | 300 lux | Drawing offices | 500 lux | Passages | 50 lux | Auditoriums | 100 lux | Conference rooms | 100 lux | Classrooms | 200 lux | Libraries | 300 – 400 lux | Store rooms | 200 lux | Parking | 50 lux |
| Reception areas  | 100 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| General offices  | 300 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Drawing offices  | 500 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Passages         | 50 lux   |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Auditoriums      | 100 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Conference rooms | 100 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Classrooms       | 200 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Libraries        | 300 – 400 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Store rooms      | 200 lux  |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |
| Parking          | 50 lux   |                 |         |                 |         |                 |         |          |        |             |         |                  |         |            |         |           |               |             |         |         |        |

## TELEPHONES

- |    |   |
|----|---|
| 1. | Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of Telkom.<br><br>The user department itself will negotiate with Telkom as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks. |
|----|---|

## TRUNKING

- |    |   |
|----|---|
| 1. | The trunking servicing the building must conform to latest technological standards. |
|----|---|

## FACILITIES FOR CLEANERS

- |    |  |
|----|--|
| 1. | On every floor of a multi-storey building or for every 1 350m <sup>2</sup> gross floor area a cleaner's room of not less than 6m <sup>2</sup> shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside window. |
|----|--|

## MATERIAL AND FINISHES

- |    |  |
|----|--|
| 1. | All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour. |
|----|--|

## INSPECTION

- |    |   |
|----|---|
| 1. | The Department of Agriculture considers it a condition of contract that in consultation with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that he wishes to see. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Agriculture. |
|----|---|

## AVAILABILITY

- |     |   |
|-----|---|
| 1.* | The building MUST be available for occupation by the Department by no later than 30 days <i>from receipt of the letter of award</i> . In cases that the building is not ready on the date stated above. The landlord will be liable for rental whereby the User Department is still in occupancy of another building. |
|-----|---|

## GENERAL ACCOMMODATION

- |   |   |
|---|---|
| a | The total size of office accommodation required by the Department and to be offered by the bidder is approximately 218,8 m <sup>2</sup> usable area. A variance of only 5% on the usable area shall be accepted                       |
| b | The building must have at least 12 parking bays on site preferable under covered parking.   |
| c | The building must also have access to ample street parking for visitors.  |
| d | Building Area Certificate for the building issued by a suitably qualified entity confirming the total building GLA. SAPOA drawing, Floor Plans<br>(See relevant annexure for required format). Annexure I – building area certificate |
| e | The Department requires a single tenant or multi-tenant occupancy scenario and sharing the building with other tenants is not permitted.  |
| f | The accommodation must allow for the corporate image of the Provincial Government department to be enhanced and clearly visible from the street front.  |

g	The accommodation must have adequate trunking and communication service shafts for network communication infrastructure.
h	The electrical supply to the office accommodation must cater for both normal and clean power. Provision must be made for one (1) clean and one (1) normal plug point for every 10 m <sup>2</sup> of usable office accommodation, an additional two (2) plug points per 150 m <sup>2</sup> of usable office accommodation to be allowed for to cater for fax, copies etc. In addition normal plugs to be provided in passages in order to accommodate cleaning machinery. Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA. The installation of all electrical components will comply in all respects with the requirements and regulations of the following: <b>SANS 10142-:2003</b> : The Occupational Safety Act and Regulations; and the Local Electrical Supply Authority.
i	The accommodation must provide for adequate access for persons with physical disabilities, i.e. handicapped, etc. including toilet facilities both for the office environment as well as public interface area.
j	The office accommodation must cater for a combination of general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets) and enclosed offices for identified persons.
k	Within the office accommodation, secure onsite archive/filing areas (not necessarily in one location in the building) must be provided for active official files of business units as indicated on the spatial template attached. (if applicable)
l	The accommodation must comply with: The National Building Regulations and Standards Act, 1977 (Act 103 of 1977) and The Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. All certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws and certificate of compliance with the Occupational Health and Safety Act must be provided as part of the Returnable Documents. All interior lighting to be in compliance with <b>SANS 10114-1</b> , Interior lighting – Part 1: Artificial lighting of interiors
m	Bidders must also provide a written warranty that on occupation, the building will comply with all the National Building Regulations.
n	Vertical or Venetian blinds to be provided on all windows
o	Public Address system to be installed though out the building
p	Suspended ceilings to be provided

## APPEARANCE

1.	The external and internal appearance of the building must be: “Aesthetically Corporate”
2.	A general description of and clear digital quality colour pictures of examples of the following areas of the building must be provided as part of the bid submission in the case of an existing building: <ul style="list-style-type: none"> <li>• Front façade of the building from the street entrance view;</li> <li>• Entrance foyer or reception area;</li> <li>• Lifts;</li> <li>• Open plan office space areas;</li> <li>• Closed office areas;</li> <li>• Corridors;</li> <li>• Meeting rooms;</li> <li>• Kitchens;</li> <li>• Toilets;</li> <li>• Ceilings;</li> <li>• Floors;</li> </ul>

	<ul style="list-style-type: none"> <li>• Power skirting</li> <li>• Air-conditioning units;</li> <li>• Firefighting equipment;</li> <li>• Fire escape doors and signage; and</li> <li>• Parking areas.</li> </ul>
3.	<p>The following drawing / documents of the building must be provided as part of the bid submission in the case of a building under construction:</p> <ul style="list-style-type: none"> <li>• Finishing schedule</li> <li>• Floor plans</li> <li>• 3D Impression of the Building</li> <li>• All compliance certificates will be required upon practical completion.</li> </ul>

### SECURITY

1.	The external perimeter must be well illuminated at night.
2.	Entrances to the building must be limited to the minimum.
3.	Access to the building must preferably be afforded via access control points.
4.	Access Control – full height turn-styles with card access complete with security or access control measures.

### TOILETS

1.	Separate male and female toilets to be provided on each floor of the building.
2.	Toilets for disabled persons to be provided in the building
3.	All toilets to have hand washing taps, basins and hand soap dispensing facilities, mirrors, hand dryers, sanitary pack holders etc.
4.	All toilets to be in a good sanitary and working condition.
5.	All ablution facilities must be adequately marked.
6.	Water supply and drainage for buildings to comply with Water supply installations for buildings <b>SANS 10252-1</b>
7.	Disabled access and disabled toilet facilities to be provided. All facilities for disabled persons to comply with <b>SANS 10400:</b>
8.	<p>The following norms shall be applied:</p> <p>1.*Adequate lifts, if required, must be available for staff to access the office work area from the ground floor for any building that has more than one (1) floor.</p> <p>2.*A Lift Condition Report on the current condition of the lifts in the building needs to be included as part of the Returnable Documents.</p> <p>3*Proof of a lift maintenance contract must be attached.</p> <p><u>Males</u> – staff and public One WC for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.</p> <p><u>Females</u> – staff and public One WC for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.</p>

## KITCHENS

1.	Provision is to be made for at least (1) small kitchen on each floor where staff offices are situated, in which a sink as well as “hot and cold” water is available. Sink to be housed in an appropriate floor mounted cabinet complete with matching wall mounted cabin above. Cabinet – tops to be fitted with no less than a 32mm composite board.
2.	The small kitchens must have power points to accommodate (1) small fridge, (1) microwave oven and (1) kettle/urn.
3.	All kitchens need to be fitted with a “hydro-boil” for the constant supply of hot water.

## AIR – CONDITIONING

1.*	The building must be fitted with a suitable and effective air-conditioning system, catering for the respective work areas (floors) as zones which operate independently. No window air –conditioners will be accepted. To comply with <b>SANS 1125 (SABS 1125)</b> , Room air conditioners.
2.	The bidder must indicate the type of air-conditioning system fitted in the building.
3.	The landlord shall be responsible for the maintenance and repairs in respect of the air-conditioning system during the period of lease.
4.	The landlord will conclude a contract with an independent air-conditioning contractor in terms of which: <ul style="list-style-type: none"> <li>• Complaints in respect of the reported air-conditioning problems need to be logged and responded to within a period of (24) hour of being reported.</li> <li>• Complaints reported in respect of reported air-conditioning problems need to be resolved within five (5) working days after the initial report.</li> </ul>
5.	Proof of air conditioning maintenance contract must be attached.

## EMERGENCY POWER SUPPLY

1.*	The building must have an installed emergency power supply unit subject to the size of the building to ensure essential areas, emergency lifts, emergency lighting, computer server room, computer workstations etc., are functioning in the event of a power failure, load shedding. <i>(If not then confirmation of the unit to be installed and timing).</i>
2.*	Bidders must indicate the make and electrical capacity of the emergency power supply unit installed in the building and also provides a list of the standard equipment that it is currently connected to. <i>(If not then confirmation of the unit to be installed and timing).</i>
3.*	An indication of whether the emergency power supply unit can cater for additional equipment. <i>(If not then confirmation of the unit to be installed and timing).</i>
4.*	An indication of how long (duration) the emergency power supply unit can provide emergency power to the standard equipment currently connected. <i>(If not then confirmation of the unit to be installed and timing).</i>

## IT SERVER ROOM

1.	The landlord will be required to provide a server room in terms of the SITA minimum requirements for server rooms for Government/Parastatal institutions.
2.	The server room must be equipped with a suitable and sizeable independent air-conditioning unit to cater for the computer equipment.

3.	The air-conditioning unit shall be linked to a fire detection and suppression system (fire suppression system to be provided and maintained by the landlord) and automatically shut down in the event of a fire.
4.	The landlord will be required to provide two compartment PVC power skirting and CAT 5E cabling in accordance to the latest technical specifications. The number of point required as per the spatial template with one additional point per twenty (20) users for LAN (Local Area Network) printers.

### **BUILDING OPERATING COSTS**

The Department will be responsible for those building operating costs that relate directly to its own tenanting activities and that, where applicable, are separately metered. The Department is prepared to incur the following operating costs:

- water consumption;
- electricity consumption;
- refuse removal;
- internal cleaning services;
- internal security; and
- consumable supplies.

The Department will not be responsible for any other building operating costs.

### **BUILDING MAINTENANCE COSTS**

- a) All building maintenance costs will be the responsibility of the landlord.
- b) Day to day planned maintenance and fair wear tear of the building will be the responsibility of the landlord.
- c) Other responsibilities between the landlord and the tenant will be stipulated on the lease agreement.

### **TENANT INSTALLATION**

The Department requires that bidders provide tenant layouts indicating the position of the various directorate/components and their respective support areas. The designs are to accommodate their entire requirements as per the attached spatial template.

### **SPECIAL CONDITIONS**

**Landlords must take cognisance of the details, conditions and requirements stipulated in this annexure.**

Tenders that are not accompanied by written proof that the Landlord is authorised to offer the accommodation for leasing will not be considered and will be eliminated.

The Department of Agriculture is the sole adjudicator of the suitability of the accommodation for the purpose for which it is required. The Department's decision in this regard will be final.

The Department of Agriculture will in no way be responsible for or committed to negotiations that a user department may or might have conducted with a lessor or owner of a building.

It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. **A certificate to this effect must be issued.**

Drawings/ Architect's plans of the accommodation offered must be submitted

Lettable areas must be determined in accordance with the **SAPOA** method for measuring floor areas in office buildings.

The commencement date from which rental will be payable, or the lease shall begin is subject to the approval of the Department of Agriculture.

The lease agreement and payment of rental will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate started in the bid document.

Landlords are welcome to be present at the opening of tenders.

The tender forms must not be retyped or redrafted. Additional offers may be made but only on original documents or on other forms requisitioned. Additional offers are regarded as separate tenders and must be treated as such by Landlords. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.

The successful Landlord will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of the user department in accordance with the norm document and/or specified and minimum requirements.

Landlords who do not comply with the above-mentioned conditions will be eliminated.

**The Bidder is required to submit together with Returnable documents the following information:**

- Building Area Certificate for the building issued by a suitably qualified entity confirming the total building GLA. SAPOA drawing, Floor Plans
- Valid Zoning Certificate of the property as issued by the local Municipality
- Municipal account from the Municipality of not older than 60 days indicating that municipal rates, taxes and services have been paid up to date.
- Electrical Compliance Certificate for the building.
- Fire Regulation Compliance Certificate for the building.
- Occupational Health & Safety Regulation Certificate for the building

**FEES AND CHARGES**

The stipulated bid prices shall be subject to yearly escalation for the duration of contract, to be in-line with market-related escalations.

Payment of any consideration in terms of the contract shall not constitute acceptance of any defective or non-conforming Services.

To the extent that the DOA disputes the correctness, nature, extent or calculation of any fees or expenses payable to Landlord in terms of the contract, DOA shall be entitled to withhold payment of such disputed amounts until such time as such dispute is resolved.

**GENERAL RESPONSIBILITIES OF THE LANDLORD**

**Problem identification and reporting.** The Landlord shall be proactive in reporting any matters which it may become aware of which may impact on the business continuity or operations of the DOA at the relevant institution. Without detracting from the generality of this statement, Landlord shall:-

- Without delay inform the DOA and the appointed DOA Technical Support Manager, of all incidents or accidents which may occur at the relevant Complex which involve demolitions of the building;
- Co-operate fully with the DOA and its appointed Technical Support Manager in analyzing and investigating such incidents or accidents.

**Other Service Providers:** The Landlord acknowledges that it may be required to provide the Services in conjunction with third party service providers and shall, where requested by the DOA, co-operate fully with such persons.

**Regulations and statutes:** The Landlord shall, in the provision of the Services observe and comply with all relevant provisions of all applicable legislation and regulations.

**Compliance with procedures:**

It is recorded that during the currency of the contract the DOA may implement procedures and policies at the relevant Institution/Building. The Landlord shall comply fully with any such reasonable procedures and policies, including the permit to work procedures and health and safety procedures.

The Landlord shall ensure that it and its personnel shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the relevant Institution/Building.

Should the DOA at any time believe that any member of Landlord's personnel is failing to comply with any such procedures or policies, the DOA shall be entitled to deny such personnel member access to the relevant premises and require the Landlord to replace such person without delay.

Landlord's procedures: The Landlord shall, upon receipt of written request from the DOA or its appointed Technical Support Manager:-

Provide the DOA with copies of all Landlord's operating procedures and processes relating to the renovations of the building;

**HAZARDOUS MATERIALS**

The Landlord will be held liable for any expenses that may be incurred by the DOA as a result of damage to property and injury to personnel as a result of poor quality products.

**FIRE RISKS**

The Landlord shall ensure that its personnel shall, if at any time they believe that any matter constitutes a fire risk, report this immediately to the DOA/Institution and take such remedial action as may be necessary.

**OCCUPATIONAL HEALTH AND SAFETY**

In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time

The Landlord:-

acknowledges that he is fully aware of the terms and conditions of the Act;

acknowledges that he is an employer in its own right with duties and responsibilities as prescribed in the Act;

agrees to comply with all rules and regulations implemented by or on behalf of the DOA at the relevant Institution in covering letter relating to health and safety and will inform the DOA immediately should Landlord for any reason be unable to comply with the provisions of the Act and such rules and regulations.

**LEASE AGREEMENT**

It is recorded that the DOA and the service provider may from time to time agree in writing to additional quality requirements (whether engaged in a service contract or when repair is required out of guarantee without the

maintenance contract option) and standards relating to the maintenance together with performance measurement provisions, which quality requirements, performance measurement provisions shall be reduced to writing in a lease agreement if required and signed by both parties.

## **PERFORMANCE MEASUREMENT PROVISIONS**

### **Introduction.**

Landlord shall provide the services during the term of the contract in compliance with the quality and related standards stipulated in the technical proposal - minimum specifications and the service level agreement (if any).

**Compliance.** For purposes of the contract the compliance by Landlord with the stipulated responsibilities and service standards will be determined: -

- with reference to reports provided by Landlord.
- with reference to reports or complaints received from third parties.
- by means of user satisfaction surveys conducted by DOA
- by means of service reviews, inspections or any audit carried out by or on behalf of the DOA.
- Refer to Annexure A "Responsibilities" for maintenance and repairs

**Records.** Landlord shall at all times keep full and accurate records of all Services provided in terms of the contract and shall retain such records for the currency of the contract. Upon termination of the contract such records must be provided to the DOA upon request.

### **Measurement of performance**

Periodic checks: DOA and/or its appointed Technical Support Manager shall carry out periodic checks (the intervals to be determined by DOA) the purpose of which shall be to determine whether Landlord is providing the Services or leasing the property in accordance with the terms and conditions of the contract if accepted by DOA.

Service complaints: All service complaints, deviations, non-conforming services and suggestions that are reported to Landlord by DOA, its appointed facilities manager, or any other party shall be given proper and speedy consideration by Landlord. Landlord shall investigate complaints, deviations and non-conforming services in accordance with procedures approved by the DOA

## **BREACH AND TERMINATION**

Landlords are referred to Paragraph 23 of General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract.

## **LOSS AND DAMAGE**

Landlord hereby indemnifies the State, and will hold the State harmless, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of Landlord or the failure of Landlord to provide the Services in accordance with the provisions of the contract.

**SUB-LANDLORDS**

Landlord may only sub-contract its obligations under the contract with the prior written consent of the DOA (or any other authorized authority) and then only to a person and to the extent approved by the DOA or such authority and upon such terms and conditions as the DOA or such authority require. It is recorded that where such consent is given Landlord shall remain liable to DOA for the performance of the Services.

**EVALUATION CRITERIA**

The evaluation of the bids will be done in a three-stage process. Administrative Compliance Requirements (completion or attachment of Compulsory documents) followed by technical evaluation will be the evaluation of bids on functionality **and during this stage bids that do not meet the minimum threshold of 65 points on the functionality score will be disqualified and will not be considered for the second stage of evaluation i.e. price and specific goals.**

**STAGE ONE – MANDATORY REQUIREMENTS**

**NOTE: A BIDDER WHO FAILS TO MEET THE BELOW MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

<b>Administrative compliance</b>	
<ol style="list-style-type: none"> <li>1. Technical proposal</li> <li>2. Completed and signed SBD documents</li> <li>3. CSD R4 registration report with compliant Tax status</li> <li>5. In the event of a consortia/joint ventures, a signed agreement by all parties must submitted with the bid.</li> </ol>	
<b>MANDATORY REQUIREMENTS (1)</b>	Comply (Yes/No)
<p><b>PROPERTY OWNERSHIP</b></p> <p>Bidder must be the owner of the leased property. If the owner provides the power of attorney to act on his/her behalf a copy of the power of attorney must be included in the submission of the bid. A signed deed of sale agreement will be considered for property that is sold to one entity to the other. Compliance requirement:</p> <ul style="list-style-type: none"> <li>• Certified copy of the Title deed if owner is directly bidding or</li> </ul>	
<ul style="list-style-type: none"> <li>• If acting on behalf of the owner attach both certified copy title deed and copy of power of attorney/ signed mandate letter</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>• Signed deed of sale agreement by both the buyer and seller</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>PROPERTY SIZE</b></li> <li>• minimum of 218.8m<sup>2</sup> for office space And</li> <li>• Parking area must at least accommodate minimum of 12 vehicles with 1 parking for people living with disabilities.</li> </ul>	

<p><b>Compliance Requirement</b> Property prospectus to be attached which must highlight the following:</p> <ul style="list-style-type: none"> <li>• Schematic drawings/ design concepts plans</li> <li>• GPS location</li> </ul>	
<ul style="list-style-type: none"> <li>• Physical address</li> </ul>	
<ul style="list-style-type: none"> <li>• Stand/ERF number</li> </ul>	
<p align="center"><b>CONDITION/ REQUIREMENTS OF THE PROPERTY</b></p>	
<p>The property must meet all relevant legislative requirements. Bidder must provide certification of compliance in relation to the following prior occupation:-</p> <ul style="list-style-type: none"> <li>• OHS requirements</li> </ul>	
<ul style="list-style-type: none"> <li>• Electrical requirements</li> </ul>	
<ul style="list-style-type: none"> <li>• Fire requirements</li> <li>• Universal access, it must accommodate people with disability, internally and externally in compliance with relevant Acts</li> </ul>	
<p>NB: All of the above will be required prior occupation and signing of the SLA Compliance requirements:</p> <p>The bidder is required to submit a letter of undertaking/commitment to comply with all the listed certificates on submission of the bid.</p>	
<p align="center"><b>LOCATION OF PREMISES</b></p>	
<p>The facility and office space should be located in Qumbu within or close proximity from town</p> <p>Compliance Requirement</p> <ul style="list-style-type: none"> <li>• Physical address and GPS coordinates</li> </ul>	
<p align="center"><b>BUILDING SUPPORT SERVICES</b></p>	
<p>The following services must be available on occupation with back-up facilities for business continuity:</p> <ul style="list-style-type: none"> <li>• Water</li> <li>• Electricity</li> <li>• Sanitation</li> <li>• Refuse removal services</li> </ul> <p>NB: All relevant documentation from the relevant municipality confirming that all services are fully paid prior occupation (Municipal clearance).</p> <p>Compliance requirement The bidder is required to submit a letter of undertaking/commitment to comply with all the listed requirements on submission of the bid.</p>	

## STAGE TWO: FUNCTIONALITY CRITERIA

Proposals received will be evaluated for functionality to determine if prospective supplier does meet the minimum requirements as stated in the specification or terms of reference and must score a minimum of **65 points**. Responses received that fail to score the minimum points on functionality will be eliminated and not considered further.

Stage 2 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

REQUIREMENTS	Score
<b>1. LOCATION OF THE PROPERTY</b>	<b>30</b>
<p><b>1.1 RELEVANT SKILLS, EXPERIENCE AND OFFICE ACCOMODATION LEASING INDUSTRY EXPOSURE:</b></p> <p>Minimum of 1-year relevant experience in providing Office Accommodation/ leasing services.</p> <p>Submit reference letters or testimonials on the letterhead of the company providing reference each letter (<b>5 points</b>). Such letters should indicate the services rendered, including the value of projects rendered and total square meters under management.</p>	15
<p><b>1.2 PROXIMITY TO THE QUMBU TOWN</b></p> <p>The proposed offices/facility should belocated in Qumbu area within a maximum 1km radius from town.</p> <p>Compliance Requirement: Bidders to submit proof of GPS coordinated / locational map indicating kilometres from town to the offices/facility.</p>	15
<b>2. PROPERTY SIZE</b>	<b>30</b>
<p>Proposed Property Requirement The property on offer should be able to meet the following requirements</p> <ul style="list-style-type: none"> <li>• Leasable Area of a minimum of 218.8m<sup>2</sup> for occupation minimum for office space</li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>• minimum of 12 parking bays on same premises of the proposed building</li> </ul> <p>NB: See attached office needs assessment in details. Compliance Requirement Property prospectus to be attached which must highlight the following;</p> <ul style="list-style-type: none"> <li>• Approved plan of the offices/facility by the Municipality.</li> <li>• Sketch or draft plan reflecting possible amendments to the existing plan indicating how will the bidder ensure that DOA requirements are fully complied with i.e. internal floor layout as per needs assessment.</li> <li>• Letter of commitment from the bidder confirming willingness to fully adhere to the requirements and timelines that will be prescribed by the department.</li> <li>• Letter of funding support from an accredited financial institution/fund manager confirming total value of support.</li> </ul>	30

<b>3. MAINTENANCE PLAN</b>	<b>15</b>
The bidder must complete maintenance schedule outlining the following variables:	
• Routine/ preventative maintenance (Internal and External)	5
• Reactive Maintenance (Internal and External)	10
Response should clearly specify the responsibilities and liabilities of the Landlord around maintenance issues (air conditioning units, fire equipment, electricity, plumbing work, day-to-day maintenance of the building, cleaning of office premises, hygiene services, garden services, etc.)	
Compliance requirement:	
Bidder to complete the maintenance schedule and attach letter of commitment confirming adherence to maintenance schedule.	
<b>4. SITE INSPECTION</b>	<b>25</b>
A site inspection will be conducted by the DoA to verify the following with regards to the property/ facility on offer.	
• Property Boundries and surroundings	5
• Physical Access	5
• General state of the facility (Internal and External) (A checklist will be made available when assessing the general state of the facility)	15
<b>Total</b>	<b>100</b>

### STAGE THREE

#### Price and Specific goals

- Bids will be evaluated according to 80/20 preference point system, as prescribed in terms of the Preferential Procurement Policy Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act Number 5 of 2000 (PPPFA)

Price evaluation	80
Price or quotation offer under consideration	
<b>Total for price</b>	<b>80</b>
Specific goals	20
<b>Preference points promoted:</b>	
EME or QSE which is at least 51% owned by <b>Black people.</b>	10
<b>Located</b> in the OR Tambo District <b>Municipality</b>	2
EME or QSE which is at least 51% owned by <b>Women.</b>	4
EME or QSE which is at least 51% owned by <b>Youth (up to 35 years of age).</b>	2
EME or QSE which at least 51% owned by people with <b>Disability.</b>	2
<b>Total points</b>	<b>20</b>

**Please Note:** The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the PPPFA Act, the contract must be awarded to the tenderer scoring the highest points.

**MEANS OF VERIFICATION FOR POINTS CLAIMED**

The listed documents below must be submitted in order to validate points claimed:

- **ID Copy**
- **CIPC (Company registration) and CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)**
- For disability –
  - **Medical certificate**
  - **SASSA registration or confirmation of disability from a relevant authority**
- For locality –
- **Municipal rates account OR**
- **Letter from councilor confirming residence OR Lease Agreement**

**CLOSING DATE**

Proposals must be submitted as follows:

<b>Closing date (on or before)</b>	30 June 2026
<b>Time</b>	11H00 am
<b>VENUE:</b> Department of Agriculture ECRDA Building, Office 109 52 Sprigg Street Mthatha 5099	
No late bids will be accepted	

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SCMU8- 26/27-0060	CLOSING DATE:	30 JUNE 2026	CLOSING TIME:	11:00
DESCRIPTION	<b>Letting of office accommodation for Department of Agriculture for a period of 36 months- Qumbu Service Centre- Mhlontlo LM-OR Tambo District</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>DEPARTMENT OF AGRICULTURE</b>					
<b>Supply Chain Management Offices, Office No 109, ECRDA Building, 52 Sprigg Street</b>					
<b>Mthatha.5099</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. N Futshane		CONTACT PERSON	Ms. N Nditha	
TELEPHONE NUMBER	081 035 0379		TELEPHONE NUMBER	083 384 0229	
FACSIMILE NUMBER			FACSIMILE NUMBER	N.A.	
E-MAIL ADDRESS	Nosive.Futshane@ecagriculture.gov.za		E-MAIL ADDRESS	Nondumiso.Nditha@ecagriculture.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA _____
SPECIFIC GOALS CLAIMED	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		ALL SUPPORTING DOCUMENTATION FOR THE GOALS CLAIMED ATTACHED	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[ALL DOCUMENTATION REQUIRED FOR THE CLAIM OF PREFERENCE POINTS AS PER THE SPECIFIC GOALS DETAILED IN THE EVALUATION CRITERIA.]</b>					
1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE 83RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

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

DATE: .....



<b>Contractor/Service Provider/Supplier:</b>	
<b>Bid/Quotation No.:</b>	SCMU8 26/27-0060
<b>Project Description:</b>	
<b>Duration of Contract:</b>	
<b>Contract Value:</b>	

**CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA)**

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information to be processed by the Department of Agriculture (DOA) and consent is effective immediately and will remain effective until such consent is withdrawn.

- I ..... a natural person "herein referred to as the Data Subject" with ID No..... hereby give my consent to the DOA "herein referred to as the Responsible Party" to collect, process and distribute my personal information where DOA is legally required to do so.
- I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.
- I understand the purposes for which my personal information is required and for which it will be used and consent to third parties accessing my personal information and to DOA sharing my personal information strictly for reporting purposes.
- I understand that, should I refuse to provide DOA with the required consent and/ or information, the DOA will be unable to assist me.
- I declare that all my personal information supplied to DOA is accurate, up to date, not misleading and that it is complete in all respects and will be held and/ or stored securely for the purpose for which it was collected and that I will immediately advise DOA of any changes to my Personal Information should any of these details change.
- I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the responsible party is no longer authorized to retain it.

Signed at..... On this ..... day of .....2026

Signature of data subject/ designated person

.....  
Name & Surname/Departmental Responsible Party

.....  
Signature

.....  
Date Date

## PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**NAME OF BIDDER:** \_\_\_\_\_

**LETTING OF OFFICE ACCOMMODATION FOR DEPARTMENT OF AGRICULTURE FOR A PERIOD OF 36 MONTHS- QUMBU SERVICE CENTRE- MHLONTLO LOCAL MUNICIPALITY-OR TAMBO DISTRICT**

NO	DESCRIPTION	QTY	REQUIRED OFFICE SQUARE METER	TOTAL REQUIRED SQUARE METER	BIDDER'S SQUARE METER NUMBER QUOTED (m <sup>2</sup> )	TOTAL PRICE
1	Deputy Director: Co-ordination	01	12m <sup>2</sup>	12m <sup>2</sup>		
2	Control Agricultural Development Technician	01	9m <sup>2</sup>	9m <sup>2</sup>		
3	State Vet	01	9m <sup>2</sup>	9m <sup>2</sup>		
4	Offices for Agricultural Advisors	12	6m <sup>2</sup> each office	36 square metres		
5	Offices for Animal Health Technicians	7	6m <sup>2</sup> each office	21 square metres		
6	Provisioning Admin. Clerk	01	6m <sup>2</sup>	6m <sup>2</sup>		
7	Food Security Co Ordinator	01	6m <sup>2</sup>	6m <sup>2</sup>		
8	Land Care Admin Clerk	02	6m <sup>2</sup>	6m <sup>2</sup>		
9	Community Animal Health Workers	05	3m <sup>2</sup> each office	8 square metres		
10	Cleaner	01	3m <sup>2</sup>	3m <sup>2</sup>		
11	Groundsman	01	3m <sup>2</sup>	3m <sup>2</sup>		
12	General Assistant	01	3m <sup>2</sup>	3m <sup>2</sup>		
13	Artisan (OSD)	01	6m <sup>2</sup>	6m <sup>2</sup>		
14	Boardroom	01	36m <sup>2</sup>	36m <sup>2</sup>		
15	Store room	01	6m <sup>2</sup>	6m <sup>2</sup>		
16	Kitchen with built in cupboards	01	10m <sup>2</sup>	10m <sup>2</sup>		
	Records room	01	14m <sup>2</sup>	14m <sup>2</sup>		
17	Toilets with hand washing basins	02	3m <sup>2</sup> each toilet	(6 square metres) (1 x Female toilet and 1x Male toilet must also accommodate people living with disabilities)		
<b>MONTHLY RATE EXCLUSIVE OF VAT</b>						
<b>Total Price Year1</b>						
<b>Total Price Year2</b>						
<b>Total Price Year3</b>						
<b>Total of Three Years Exclusive of VAT</b>						
<b>VAT</b>						

<b>Total bid price for three years all inclusive</b>	
<b>Amount in words.....</b>	
.....	
.....	
.....	

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**All increases over the period of the contract to be included in the total price. No price adjustments or increases will be considered during the period of the contract.**

## 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 interest<sup>1</sup> 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 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:  
 .....  
 .....

<sup>1</sup> 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.

**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 consortium<sup>2</sup> 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 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

<sup>2</sup> 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.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**                      **or**                      **90/10**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**                      **or**                      **90/10**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
An EME or QSE which is at least 51% owned by <b>black people</b>	N.A.	5		
Located in the Province where the services will be rendered / item delivered.	N.A.	2		
An EME or QSE which is at least 51% owned by <b>women</b>	N.A.	7		
An EME or QSE which is at least 51% owned by <b>youth (up to 35 years of age)</b>	N.A.	4		
An EME or QSE which is at least 51% owned by people with <b>disability</b>	N.A.	2		
Total	N.A.	20		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

<p>.....  <b>SIGNATURE(S) OF TENDERER(S)</b>          .....  <b>SURNAME AND NAME:</b>          .....</p>
<p>.....  <b>DATE:</b></p>

**SCHEDULE OF PREVIOUS WORK CARRIED OUT BY THE BIDDER**

Suppliers and Service Providers are to provide references to confirm pervious goods or services contracts of a similar nature were completed satisfactorily.

YEAR COMPLETED										
VALUE OF WORK										
NATURE OF WORK										
CONTACT PERSON (NAME & TEL NO)										
EMPLOYER (NAME & TEL NO)										

**SIGNED ON BEHALF OF THE BIDDER:** .....

