



INVITATION TO BID

REQUEST FOR PROPOSALS FROM COMMERCIAL PROPERTY BROKERS/PROPERTY FIRMS TO PURCHASE SUITABLE OFFICE ACCOMODATION-BUILDING TO HOUSE THE ADMINISTRATION OF THE GAUTENG PROVINCIAL LEGISLATURE

BID NO: GPL 006/2026

NON-COMPULSORY VIRTUAL BRIEFING SESSION: 4 AUGUST 2025 @ 11H00 AM

CLOSING DATE: 13 AUGUST 2025

TIME: 11H00 AM


These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid may be disqualified:

| Item | Description | Mandatory | Submitted | |
|------|--|---|-----------|----|
| | | | Yes | No |
| 1. | Technical Proposal | Yes | | |
| 2. | Invitation to bid (SBD1): completed and signed | Yes | | |
| 3. | Pricing Schedule (Firm Pricing) SBD 3.1 | Yes | | |
| 4. | Bidders Disclosure (SBD 4) Original completed and signed. | Yes | | |
| 5. | Preference Point Claim form (SBD 6.1) Original completed and signed. | Yes | | |
| 6. | Did you submit copies of full Company Registration documents? | Yes | | |
| 7. | Are you fully compliant as per section 13 (Mandatory Pre-qualification Scoring Grid) of the Terms of Reference? | Yes | | |
| 8. | Did you submit copies of South African IDs' for Directors? | Yes | | |
| 9. | Did you submit your company profile? | Yes | | |
| 10. | Did you submit one (1) hard copy bid proposal? | Yes | | |
| 11. | Did you submit one (1) USB with information replica of the bid proposal? | Non-mandatory Basic compliance | | |
| 12. | Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below: ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members | Yes | | |

Service Provider's Name:.....

Completed by:.....

Signature:.....

| | | |
|---|---|------------------|
|  GAUTENG LEGISLATURE <small>Your View — Our Vision</small> | INVITATION TO BID (SBD1) | Section 2 |
|---|---|------------------|

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)

| | | | | | |
|-------------|--|---------------|-----------------------|---------------|-----------------|
| BID NUMBER: | GPL 006/2026 | CLOSING DATE: | 13 August 2025 | CLOSING TIME: | 11H00 AM |
| DESCRIPTION | REQUEST FOR PROPOSALS FROM COMMERCIAL PROPERTY BROKERS/PROPERTY FIRMS TO PURCHASE SUITABLE OFFICE ACCOMODATION-BUILDING TO HOUSE THE ADMINISTRATION OF THE GAUTENG PROVINCIAL LEGISLATURE | | | | |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

NO 43 RISSIK STREET, JOHANNESBURG, GAUTENG PROVINCIAL LEGISLATURE, CITY HALL

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

| | | | |
|------------------|--|------------------|--|
| CONTACT PERSON | Mr VHUKHUDO LETSHOKOTA | CONTACT PERSON | Mr FESTIVAL DUDUMASHE |
| TELEPHONE NUMBER | N/A | TELEPHONE NUMBER | N/A |
| FACSIMILE NUMBER | N/A | FACSIMILE NUMBER | N/A |
| E-MAIL ADDRESS | VLetshokota@gpl.gov.za | E-MAIL ADDRESS | FDudumashe@gpl.gov.za |

PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH Mr VHUKHUDO LETSHOKOTA AND Ms GUGU NKOSI FOR WRITTEN RESPONSES

SUPPLIER INFORMATION

| | | | | | |
|--|--|--|-------------------------------------|-------------------------------|---|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No |

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

| | | | |
|--|--|--|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
|--|--|--|---|

| | | | |
|--|--|---|--|
| OFFERED? | | | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | |
| 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 RSA? | | <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, AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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:

BID NUMBER: GPL006/2026

BID DESCRIPTION: REQUEST FOR PROPOSALS FROM COMMERCIAL PROPERTY BROKERS/PROPERTY FIRMS TO PURCHASE SUITABLE OFFICE ACCOMODATION-BUILDING TO HOUSE THE ADMINISTRATION OF THE GAUTENG PROVINCIAL LEGISLATURE

BID CLOSING DATE : 13 August 2025 CLOSING TIME: 11H00am

NON-COMPULSORY BRIEFING SESSION : YES

Venue: Microsoft Teams

Date: 04 August 2025

Time: 11h00am

I/We hereby declare that I/we attended the non-compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY BRIEFING SESSION WAS UNDERSTOOD.

SIGNATURE OF BIDDER OR ASSIGNEE(S)

.....

DATE:

Position

Name Bidder

Name of Company.....

SIGNATURE OF GPL OFFICIAL

DATE:

| | | |
|--|---|--|
|  <p>GAUTENG LEGISLATURE Your View — Our Vision</p> | <p align="center">Notice & Instructions to Bidders</p> | <p align="center">Section 4</p> |
|--|---|--|

3.1 DOCUMENTS

- 3.1.1. Specify name, position, address and other contact details (e-mail and telephone) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 3.1.2. The bid shall be signed by a relevant company representative who has the relevant authority to sign legal and binding contracts on behalf of the company.
- 3.1.3. If any part of this bid is not duly filled in and signed in ink it may invalidate the bid.
- 3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to (Correction ink/Tippex is not allowed).
- 3.1.5. All bids must be submitted on the official forms (not to be re- typed or altered). The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 3.1.6. The company, its Directorship and personnel assigned will be subject to vetting by GPL's Security Services. A register will be requested of the successful company.
- 3.1.7. The bidder must certify that the personnel identified in its response to this bid will be the persons assigned to GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by GPL. GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.

3.2 SUBMISSION OF BID PROPOSAL

- 3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.
- 3.2.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this bid will be considered appropriate cause for rejection of the response and will result in disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.

3.3 BID RESPONSES

- 3.3.1 Bidders' responses must be laid out in the format prescribed in this section.
- 3.3.2 Sections must be clearly labelled as follows:

3.3.2.1 Service Provider Contact Details

- Specify name, position, address and other contact details (e-mail and telephone) of the person within the bidding organisation responsible for leading the bid process and to whom all correspondence should be directed.
- Who, within the service provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract.

3.3.2.2 Service Provider Profile

- Bidder's name and address
- Company / organisation structure
- Commencement date of business
- Certificate of Incorporation

3.3.2.3 Pricing Structure

- Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT) for VAT registered bidders.

- Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.
- Pricing on the pricing schedule is for comparative purposes.
- Prices must remain fixed for the duration of the contract. The pricing schedule must be completed (SBD 3.3 pricing schedule).
- The total costs must be inclusive of all costs such as delivery, labour rates, Transfer of skills etc.

3.3.3 **Quantity of Bids to be Submitted**

- 3.3.3.1 Every prospective bidder must submit one (1) Bid proposal and (1) USB.
- 3.3.3.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. (except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)
- 3.3.3.3 Bids must be clearly marked on the front as follows: Bid No: GPL006/2026
- 3.3.3.4 Bids must be clearly marked **on the back** as follows:
 - **Bidders Name & Bidders Address**
 - **Bidders Contact Numbers**
- 3.3.3.5 Bid documents may be couriered by registered mail or deposited in the tender box situated at:
43 RISSIK STREET, JOHANNESBURG 2000
GAUTENG PROVINCIAL LEGISLATURE, CITY HALL

3.4 ACCESSIBILITY OF THE TENDER/BID BOX

The Bid box can be accessed from eight to five (08:00am to 17:00pm). Monday to Sunday (Public Holidays), at, **43 RISSIK STREET, JOHANNESBURG 2000, GAUTENG PROVINCIAL LEGISLATURE, CITY HALL**

- 3.4.1 Bidders must ensure that bids are delivered in a timely manner and to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

3.5 OWNERSHIP OF PROPOSALS

- 3.5.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of GPL.
- 3.5.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

3.6 BID VALIDITY PERIOD

- 3.6.1 This bid and all proposals (costs included) shall remain binding and valid for a period of 120 days calculated from the closing date of the Bid. Gauteng Provincial Legislature (GPL) reserves the right to notify bidders in writing to extend the above validity period if deemed necessary and in the interest of Gauteng Provincial Legislature (GPL). Any additional extension after the above days, Gauteng Provincial Legislature (GPL) will request approval from bidders.

3.7 JOINT VENTURES OR CONSORTIUM

- 3.7.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.
- 3.7.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.
- 3.7.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.

3.8 DISCOUNTS

- 3.8.1 When calculating comparative prices, GPL will consider any discounts which have been offered unconditionally.
- 3.8.2 A discount which has been offered conditionally will be implemented when payment is effected despite not being considered for evaluation purposes.

3.9 GENERAL REQUIREMENTS

- 3.9.1 Prospective bidders may submit their questions to VLetshokota@gpl.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 3.9.2 Any costs incurred by the bidders in preparing and submitting their response to the Request for Bids (RFB) will be the sole responsibility of the bidder.
- 3.9.3 GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations and content information.
- 3.9.4 GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarify or substantiate their submissions.
- 3.9.5 GPL reserves the right not to award this bid in total, or part thereof if minimum requirements is not meet.
- 3.9.6 GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.
- 3.9.7 GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.9.8 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.9.9 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.
- 3.9.10 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.9.11 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.
- 3.9.12 All items supplied by the successful bidder/s must be manufacturer guaranteed.
- 3.9.13 All relevant clearances and/or memberships must be submitted to GPL upon the renewal throughout the duration of the contract.
- 3.9.14 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

3.10 CENTRAL SUPPLIER DATABASE REQUIREMENTS

- 3.10.1 Bidders should register on the Central Supplier Database (CSD) to upload 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.
- 3.10.2 This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, Financial Management of Parliament and Provincial Legislatures Act of 2009 and the Financial Management of Parliament and Provincial Legislature Regulations of 2015, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC).
- 3.10.3 GPL will not award contracts to provide goods and/or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state/government whose participation in bidding for the contract may result in a conflict of interest, or organ of state in which any of the mentioned persons is a Director or has controlling or other substantial interest.

3.11 AWARD OF BID

- 3.11.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance shall be by means of a letter.
- 3.11.2 GPL reserves the right not to award this contract.
- 3.11.3 Contract will be concluded with the successful service provider.

3.12 SUBCONTRACTING

- 3.12.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more that 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

3.13 SUBCONTRACTING AFTER AWARD OF TENDER

- 3.13.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.

- 3.13.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.13.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3.14 FRONTING

- 3.14.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.
- 3.14.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition (the dtic), be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

3.15 SECURITY AND OCCUPANCY

- 3.15.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "Restricted Areas" and all of the provisions of these Acts will apply to this contract.
- 3.15.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to prior security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidders will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.
- 3.15.3 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.
- 3.15.4 Signing of contract will be required to hand in to the GPL Security Unit within 48 hours after being requested, following formal acceptance of the Bid, the following information:
- Full names of each of the persons intended to be utilised on site, including supervisory staff.
 - Position in firm plus service to be performed.
 - Intended areas they will be working in.
 - A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
 - Home address.
- 3.15.5 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.
- 3.15.6 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.
- 3.15.7 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

3.16 SAFEGUARDING OF DOCUMENTS

- 3.16.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.16.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.
- 3.16.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.
- 3.16.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

3.17 BID CANCELLATION

- 3.17.1 GPL may amend or cancel this Bid before the award should it deem it necessary.
- 3.17.2 GPL may before the award of a bid, cancel a bid if – but not limited to:
- due to changed circumstances there is no longer need for the goods and services specified in the invitation.
 - funds are no longer available to cover the total envisaged expenditure
 - no acceptable bid is received; or
 - there is a material irregularity in the bidding process
 - there is material change of scope after the tender has closed.

3.18 DELIVERY ADHERENCE

- 3.18.1 Delivery of services must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.

| | | |
|---|------------------------|------------------|
|  <p>GAUTENG LEGISLATURE <small>Your View — Our Vision</small></p> | Bid Declaration | Section 5 |
|---|------------------------|------------------|

1) IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents
 correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES CAPACITY

SIGNATURE

2) IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersignedhereby confirm that I am
the sole owner of the business trading as

3) IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned, hereby confirm that
I will be sub-contracting work to the following company/companies

If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

| Sub-contractor's name | Value of work to be sub-contracted | % of work to be sub-contracted | BBBEE Level of the sub-contractor |
|-----------------------|------------------------------------|--------------------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

- 1) The information furnished is true and correct.
- 2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
 - a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - b) 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.
- 4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 5) I hereby undertake to render services described in the attached Bidding documents to GPL in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
- 6) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 7) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 8) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 9) I confirm that I am duly authorised to sign this contract.

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- recover any losses or damages sustained by GPL under such agreement
- restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

| COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON |
|--|
| STAMP NAME & SURNAME: <i>DESIGNATION/RANK:</i> PERSAL/EMPLOYEE NO/SERVICE NUMBER: PLACE/DATE: |

PRICING SCHEDULE
(Professional Services)

| | |
|-----------------------|----------------|
| NAME OF BIDDER: | |
| BID NO.: | |
| CLOSING TIME : | CLOSING DATE : |

OFFER TO BE VALID FOR 7 DAYS FROM THE CLOSING DATE OF BID.

| ITEM CURRENCY NO INCLUDED) | DESCRIPTION | BID PRICE IN RSA **(ALL APPLICABLE TAXES |
|-------------------------------------|-------------|---|
|-------------------------------------|-------------|---|

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R
- PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

| PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|---------------------|-------------|------------|
| ----- | R----- | R----- |
| ----- | R----- | R----- |
| ----- | R----- | R----- |

- PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

| | | |
|-------|--------|------------|
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |
| ----- | R----- | ----- days |

- Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| 4.2 DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---|-------|----------|--------|
| ----- | | | R..... |
| ----- | | | R..... |
| ----- | | | R..... |

----- R.....
TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

4.3 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| ----- | | | R..... |
| ----- | | | R..... |
| ----- | | | R..... |
| ----- | | | R..... |

TOTAL:R.....

5. Period required for commencement with project after acceptance of bid
6. Estimated man-days for completion of project
7. Are the rates quoted firm for the full period of contract? *YES/NO
8. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

9. Any enquiries regarding bidding procedures may be directed to the –

9.1 ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management
Contact Person: Vhukhudo Letshokota
E-mail address: VLetshokota@gpl.gov.za

9.2 ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Festival Dudumashe
E-mail address: FDudumashe@gpl.gov.za

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 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

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.

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 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

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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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 applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 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.

1.3 The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

1.4 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.

1.5 The Gauteng Provincial Legislature 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:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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 tenderers: The tenderer must indicate how they claim points for each preference point system.)

The 20 preference points will be distributed as follows:

| Groupings | Points | Verification |
|------------------------------------|---------------|------------------------------------|
| 1. Black Ownership (7) | | Registration documents and ID Copy |
| Enterprise is 100% Black Owned | 7 | |
| Enterprise is 51% Black Owned | 5 | |
| Enterprise is less 51% Black Owned | 3 | |
| Enterprise is not Black Owned | 0 | |
| | | |
| 2. Women Ownership (5) | | Registration documents and ID Copy |
| Enterprise is 100% Women Owned | 5 | |
| Enterprise is 51% Women Owned | 3 | |
| Enterprise is less 51% Women Owned | 1 | |
| Enterprise is not Women Owned | 0 | |
| | | |
| 3. Youth Ownership (5) | | ID Copy |
| Enterprise is 100% Youth Owned | 5 | |
| Enterprise is 51% Youth Owned | 3 | |
| Enterprise is less 51% Youth Owned | 1 | |
| Enterprise is not Women Owned | 0 | |
| | | |
| 4. PWDs Ownership (3) | | Letter from the doctor |
| Enterprise is 100% PWDs Owned | 3 | |
| Enterprise is 51% PWDs Owned | 2 | |
| Enterprise is less 51% PWDs Owned | 1 | |
| Enterprise is not PWDs Owned | 0 | |

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 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]

5.4 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.

| | |
|------------------------------------|-------|
| | |
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |
| | |
| | |

REQUEST FOR PROPOSALS FROM COMMERCIAL PROPERTY BROKERS/PROPERTY FIRMS TO PURCHASE SUITABLE OFFICE ACCOMODATION-BUILDING TO HOUSE THE ADMINISTRATION OF THE GAUTENG PROVINCIAL LEGISLATURE

1. BACKGROUND

- 1.1. The Gauteng Provincial Legislature (GPL) is a constitutionally enshrined institution that represents the public in processes of governance. The powers, functions and responsibilities of Provincial Legislatures are specifically set out in Chapter 6 of the Constitution. The legislative powers of Provincial Legislatures are defined by Section 114 of the Constitution.
- 1.2. The GPL is the legislative arm of the provincial government in the Gauteng province. It is the largest of all nine provincial legislatures in South Africa, with 73 public representatives elected based on a proportional representation system. The Constitution provides three arms of government, the Executive, the Legislature and the Judicial branch which are independent, distinctive and interrelated. The executive arm of government has the premier and members of the executive council (MEC's). The MEC's are responsible for the government departments as well as their entities.
- 1.3. The Gauteng Provincial Legislature is housed in the City Hall Building located on the corner of Helen Joseph and Rissik Street. The building is a heritage building which is more than 100 years old and with a 5-storey building projection and with approximately 45,000 m² footprint.
- 1.4. The building was constructed in 1914 and is now over 100 years old and is a Grade 2 listed heritage building as per Section 7 of the National Heritage Resources Act, Act no 25 of 1999.
- 1.5. The GPL has identified the need for additional office accommodation for the long term to ensure that the administration of the GPL is properly accommodated within the periphery of the main building (City Hall building).
- 1.6. Priority for long-term sustainability is to procure a building that can accommodate the current and future needs of the GPL. The purchase ambition is aimed at providing accommodation for approximately 364 staff members including senior managers and executives. The proposed Project will have to accommodate a total of 364 personnel in an area of approximately 10,000 square meters. The Project will also provide parking space of more than 150 parking bays for its staff members and visitors.
- 1.7. The feasibility study has been done and completed with will provide a global picture and scenario in terms of the current and future space requirements for the GPL.

2. THE OBJECTIVES OF THE ASSIGNMENT

In line with its strategic plan the GPL needs additional office space to house the administration as the current building cannot accommodate all the staff members.

The objective is to appoint a suitably qualified professional Commercial Property Broker to assist with to seek and to acquire new accommodation for the GPL. The proposed Commercial Property Broker must be familiar with the prescribed regulations that governs the properties within the public sector including the procurement methods and processes. The consultant must have vast knowledge of property law, property specifications, legal guidelines, procedures, and policies.

The Floor Space requirement is estimated at a minimum 10,000 square meters, the property must meet the modern building, and the GPL has prepared the office space requirements for the office as set out in this Technical Output Specification.

The GPL notes that the pool of buildings within the vicinity of the GPL might need work to modernize and customize. It is therefore imperative that the buildings identified must be habitable and meet the Occupational health and safety requirements. This is a once off transaction to be completed over the duration of the building acquisition process. The PSP will negotiate their GPL with the seller or developer.

The key components of the building include:

- a) A commercial office building
- b) Parking

The Project Scope can be summarised as the provision of:

- a) Purchase of a quality office facility including the size as described in this document.
- b) The full fit out design and construction for the purpose of refurbished office environment will be done by the GPL.

3. DEFINITION OF THE BUILDING

A. Office Building and Parking

The size of the building and its location should be within 200m of the GPL main building based at 43 Rissik Street, Johannesburg. The parking for the building should conform to the Johannesburg minimum requirements of four (4) parking bays per 100m² GLA. The parking should include the following:

- a) 150 x Under-covered Parking Bays.
- b) 2 x Covered parking bays for persons with disabilities, close to office entrance.
- c) 2 x Covered bays for motorcycles.
- d) 1 x Provision for delivery vehicles through a separate entrance to a goods delivery bay.

B. Site and Building accessibility

- a) Must be a stand-alone building or in an office park.
- b) Prominent, visible and easy to find from major routes.
- c) Easily accessible to public and employees.

- d) Adequate, safe parking for both visitors and employees.
- e) Close to Public Transport routes.

4. PROJECTS OUTPUTS

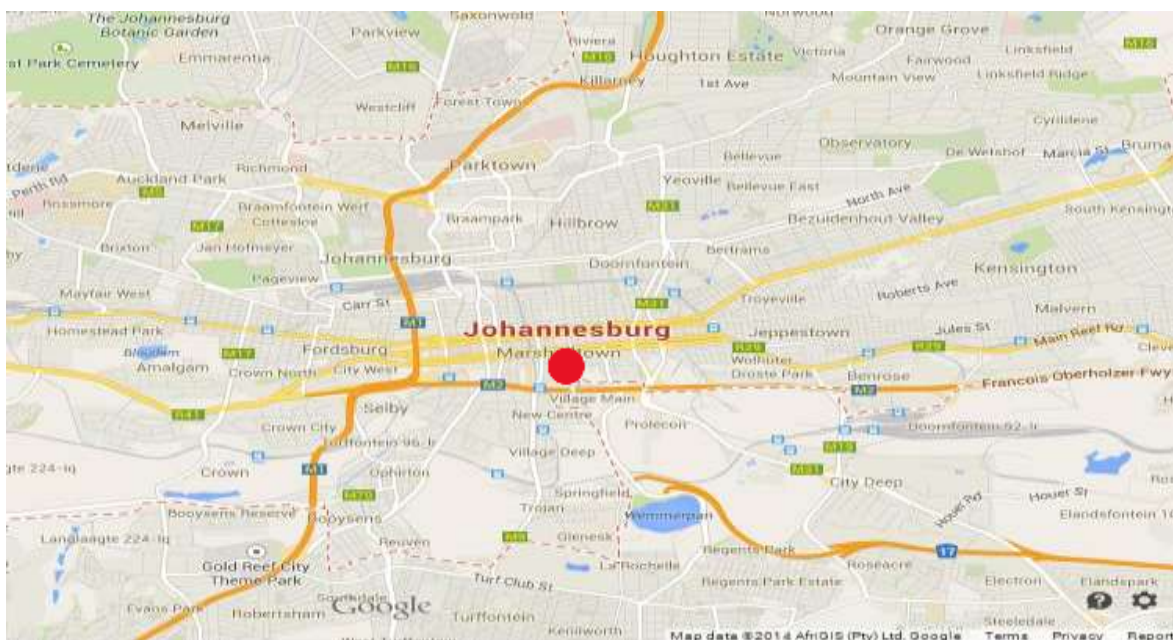
Proposals are invited from suitable professional commercial brokers/property firms who will be able to assist the GPL to provide a suitable property for the new office space to procure.

The commercial brokers/property firms must be well experienced in commercial property sales/buying within the public sector, the company and broker must be familiar with the industry standards and comply with all the statutory and other regulations as well as have the capabilities to negotiate the building at an acceptable price on GPL's behalf.

4.1 Location of the proposed Office Solution and the Building

The proposed office accommodation:

- a) Johannesburg CBD, (City Hall Areas to Marshall town). To confirm
- b) Bidders may propose a maximum of three (3) office buildings.



4.2 The proposed building must:

- a) Be easily accessible by own vehicle and public transport (road and rail transport) including non-motorised modes of transport.
- b) Should be within a reasonable vicinity to retail and other facilities whilst located in an area that does not have high foot traffic and is clearly demarcated from high foot traffic areas if these are located very close to the proposed land and building.
- c) Easily accessible by people with disabilities.
- d) Easy access for visitors and suppliers.
- e) Be in a safe, secure and tranquil environment that does not present a security risk to staff members even if they work after hours.

- f) The building must be providing flexibility for environmental adaptations and including flexibility for energy efficiency and water and energy resilience measures.
- g) Must be resilient to changing climate conditions and weather conditions usually experienced in Gauteng.

5. TECHNICAL OUTPUT SPECIFICATIONS

The GPL is seeking an accommodation solution from prospective Bidders to offer 10,000 m² of gross lettable area (GLA) of office space. This technical output specification will become the deliverable technical requirements and provides a description of the Output Specifications for the Building together with all supporting infrastructure, plant and equipment. The Bidder should interpret these Output Specifications in conjunction with the Offer to Purchase Agreement, and Instruction to Bidders, to ensure that an integrated approach is achieved in its response to the Output Specifications.

- a) Architectural Output Specifications
- b) Space planning, facility layouts
- c) ICT specifications
- d) Room data sheets and finishes
- e) Site specifications and Utilities

5.1 Architectural Output Specifications

5.1.1 Urban Environment

The building in an existing urban context should pay close attention to traffic movement routes, public transport and pedestrian routes, street edges, any nearby historical aspects that may be worth incorporating or acknowledging, surrounding scale and proportion.

5.1.2 Architecture

The design of the building should have regard, inter alia, to the following elements:

- a) A building that speaks to the vision of GPL
- b) Response to the site constraints, heritage and geological issues
- c) Compliance with South Africa National Building regulations
- d) Demonstration of the design rational and design elements
- e) The proposed GPL schedule of accommodation as contained in 5.1.7.

5.1.3 Architectural Output specification

The office facility aims to provide building occupants, staff and visitors with safe, reliable and energy efficient office accommodation space.

- a) The offices to be B OR C Grade with well-designed and generous circulation space for staff and public.
- b) The design should seek to celebrate GPL through its form and character.

- c) The building seeks to provide for a conference/meeting facilities on the ground floor.
- d) The building should be multiple floors/ multistorey and may have approximately 2-5 floors. The building should reduce energy usage.
- e) The building may have basement parking for staff.
- f) The building is to have accentuated entrance facades.

5.1.4 Space planning, building layouts and room data sheets

Apart from the normal office space requirements for staff as indicated, the building should be able to meet the GPL Space Requirements and the following functionality requirements:

- a) Multi-functional front office area which includes:
 - a. client waiting area.
 - b. internet kiosk area.
 - c. security (access) control area.
 - d. reception desk.
 - e. Switchboard.
 - f. informal client meeting areas.
 - g. Boardroom.
- b) Boardroom areas will be used by the GPL staff with access also allowed for visitors, and hence a kitchen- and lounge areas must ideally be located within the vicinity to serve boardroom users.
- c) Use of GPL facilities should accommodate workflow and security to ensure the safety of GPL's staff and assets.
- d) Staff kitchen and relax areas.
- e) The server room must comply with the standards as set out in this document and needs to be equipped with a monitoring system, as part of the BMS that includes 24-hour surveillance of conditions in the server room, with an early warning functionality. Conditions to be monitored is fire, water, temperature, humidity and power.
- f) The GPL employs internal cleaning and outsourced security services. Separate ablution facilities should be available to outsourced staff to safely lock away valuables, change outfits and take a shower.
- g) Adequate provision, over and above the standard storeroom facilities, should be a dedicated chemical room for cleaning materials and equipment to be stored safely.
- h) Ablution facilities available to staff and clients should preferably be separate or otherwise, located in the public area and easily accessible to staff.
- i) specific areas will be identified, and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services should not be visible underneath the ceiling in offices and public areas.
- j) Gym area.
- k) Floor to ceiling heights: A clear floor to ceiling height of as close as possible to 2,7m throughout should be maintained in all general areas of building. Where a certain function inside a building necessitates a higher floor to ceiling height, the

- l) specific areas will be identified, and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services should not be visible underneath the ceiling in offices and public areas.
- m) Floor to ceiling heights: A clear floor to ceiling height of as close as possible to 2,7m throughout should be maintained in all general areas of building.

5.1.5 Interior finishes

The building should be able to meet the GPL Corporate Identity requirements and requirements for interior finishes.

5.1.6 Colour scheme

The GPL colour scheme is as follows and has to be reflected in the interior finishes such as painted surfaces, built-in cabinets, counter tops, tiles, laminated wooden flooring and carpeting:



The application of the colour scheme will be agreed upon once the space planner and interior designer has completed their respective designs.

5.1.7 Space Planning, Construction and as built plans

The Bidder is to provide a space planning and design, Project management for fit out service as part of the building offer to purchase and is to provide as-built plans after the completion of the fit out.

The GPL Schedule of accommodation is contained in the Table Below.

| |
|--|
| OFFICE SPACE AUDIT REPORT - DECEMBER 2024 |
|--|

| Location | Floor | Type of Space | | Space Allocation | |
|---------------|-----------|---------------|-------------|------------------|------------|
| | | No of offices | Workstation | Administration | Political |
| Main Building | Basement | 10 | 26 | 26 | 0 |
| Main Building | Ground | 34 | 49 | 49 | 0 |
| Main Building | First | 30 | 30 | 20 | 10 |
| Main Building | Second | 50 | 52 | 52 | 0 |
| Main Building | Third | 46 | 60 | 1 | 59 |
| Main Building | Fourth | 76 | 79 | 14 | 65 |
| Main Building | Fifth | 7 | 7 | 1 | 6 |
| Main Building | Mezzanine | 4 | 13 | 13 | 0 |
| | | 257 | 316 | 176 | 140 |

OFFICE SPACE ALLOCATION PER PROGRAMME

Programmes

| Finance | Offices | Workstation |
|---------|-----------|-------------|
| CFO | 2 | 2 |
| Finance | 5 | 10 |
| SCM | 3 | 6 |
| ARG | 1 | 2 |
| | 11 | 22 |

| Core Business | Offices | Workstation |
|------------------------------|-----------|-------------|
| Off Exec Dir: Core Business | 5 | 5 |
| Communications and PPP | 2 | 2 |
| Information and Knowledge MT | 20 | 58 |
| | 27 | 65 |

| Corporate SS | Offices | Workstation |
|--------------------------------|-----------|-------------|
| Off of Exec Dir: CSS | 3 | 3 |
| Institutional Support Services | 4 | 10 |
| Members Affairs: ADMIN | 4 | 4 |
| Operational Support Services | 7 | 35 |
| Information & Comms Technology | 5 | 20 |
| | 23 | 72 |

| Leadership & Gov | Offices | Workstation |
|-------------------------------|----------|-------------|
| Administrative Operations | 5 | 5 |
| Oversight & Strategic Liaison | 4 | 9 |
| | 9 | 14 |

| Office-Secretary | Offices | Workstation |
|------------------|-----------|-------------|
| Office-Secretary | 11 | 11 |
| | 11 | 11 |

| | |
|------------------------------------|---------------|
| Summary Subtotal m2 (GLA) | = 7800 |
| Add 10% Structural Space | 780 |
| Subtotal Total m2 | 8 580 |
| Staff growth projection 10% | 858 |
| Total m2 | 9438 |

5.1.8 ICT specifications

5.1.8.1 Data and telephone cabling:

The building must be fitted with network points for all workstations, specified as follows:

- a) minimum CAT6 cables or latest available.
- b) Single network point per workstation.
- c) Additional network points to be provided in:
 - a. the server room.
 - b. reception area (reception and consulting rooms).
 - c. boardrooms.

5.1.8.2 Server room

A server room with the following minimum requirements must be available.

5.1.8.3 Location

The server room should be on the ground floor in a multi-level building:

- a) The server room should be located in an area that is safe from flooding, fire and other hazards.
- b) The server room should be located in an area where the noise emitted, will not adversely affect the office environment.
- c) The building should be able to be connected to the surrounding fibre network and it should be confirmed in the bid submission that there is available fibre and connectivity in the area.

5.1.8.4 Space and Structural requirements

- a) Brick and mortar walls (230mm thick).
- b) The walls should be floor to slab, i.e. extend beyond the raised floor and / or dropped ceiling.
- c) The server room should be a minimum of 12 m².
- d) The server room should be split into two (2) cages.
- e) The minimum floor to ceiling height, including raised floor and dropped ceiling, should be no less than 2,70 metres.
- f) The server room should be able to bear the weight of all systems where applicable (minimum load bearing capacity of 350kg/m²).
- g) The door frame should be a minimum of 1,10 m wide and 2,70 m high to allow for easy movement of equipment.
- h) Ceiling should be fitted with sound absorbing (acoustic) material, one (1) hour fire rated.
- i) Anti-static, anti-dust flooring should be fitted in the server room.
- j) The room should be fitted with raised floors at a minimum height of 62 cm.
- k) The room should be fitted with fire rated walls and door with a minimum fire rating of one (1) hour.

5.1.8.5 Power

- a) The server room should be fitted with two compartment (UPVC) power skirting and CAT6 data cabling in terms of the SITA minimum requirements for server rooms for Government / Parastatal institutions.
- b) The server room should be fitted with a separate distribution board.
- c) The building should be fitted with power skirtings and ICT (CAT6) cabling or latest available in accordance with the latest technical specifications (KRONE Standards) to all workstations, boardrooms and printing stations.
- d) The server room has to be connected to the emergency power (generator and UPS) plant to be supplied by the bidder.

5.1.8.6 Temperature and other environmental controls

- a) The server room should be equipped with a minimum of 2 by 11 000 BTU or as per the appropriate calculation for the room offering independent air-conditioning units to cater for the computer equipment. The server room should be equipped with an earth bar (one unit to serve as a backup unit):
 - a. The air-conditioning units should be connected to the emergency power supply.
 - b. The server room temperature should be maintained between 2 to 3 degrees Celsius.
 - c. The server room should be equipped with a monitoring system, as part of the BMS that includes 24-hour surveillance of conditions in the server room, with an early warning functionality and alerts sent to persons as identified by GPL. Conditions to be monitored are fire, water, temperature, humidity and power.
 - d. The server room should be fitted with a fire extinguisher (inside and outside) as well as an automated gas fire suppression system.

5.1.8.9 Access control

- a) GPL should be able to add an access control system to the server room.
- b) A commercial type of security gate should be fitted to the outside of the server room with at least a 5-lever lock.

5.1.8.10 General

- a) The proposed office accommodation should be able to be connected to an existing fibre network.
- b) The accommodation should have double tier cable trays in ceiling voids or make allowance for these.
- c) The building should allow for ICT and security equipment installation. The accommodation should also make allowance for core drilling in respect of ICT and security infrastructure.
- d) All fibre installation should be in appropriate trunking.
- e) The office location should be suitable for the possible erection of a radio mast and or aerial antennas for monitoring purposes taking into account the approval required in terms of environmental, municipal and civil aviation regulations.

6. THE INFRASTRUCTURE

6.1 In the building the infrastructure will should include the following:

- a) HVAC and Mechanical ventilation
- b) Electrical reticulation
- c) Lifts
- d) Plumbing and toilets
- e) Security equipment
- f) Building Fabric
- g) Building Finishes
- h) Fire protection and fire detection
- i) Energy and utilities supply
- j) Overall Site Landscaping
- k) Building security measures
- l) Waste management and recycling areas
- m) Corridors, parking and general building areas
- n) The GPL space as defined in the Accommodation Space requirements
- o) UPS and generator
- p) ICT: The GPL will do their own installation of hardware and software. The building to be enabled with a server room with a raised floor, suspended ceilings and appropriate air-conditioning and electrical installations, patch rooms and cabling.

6.2 The GPL and Bidder will undertake to effectively and efficiently deal with the required interfaces between the two parties with reference to the above services and the Bidder will be expected to provide the GPL with appropriate support in these areas.

6.3 The building will need to have a **Facility Operational Plan**, which should inter alia cover the following aspects of the Facility:

- a) Issues related to health and safety, inter alia, fire detection and prevention.
- b) Payments and optimisation of utility consumption.
- c) Parking, visitors' walkways and immediate precinct to enhance worker and visitor experience.
- d) Environmental sensitivity over the long term.

7. PARKING SPACE

Office Space with at least 150 undercover and secure parking bays, disabled parking inclusive (at least 80% of these being basement or covered parking).

7.1. BUILDING TYPE

The building should be a type B or C+ grade building, size and quality very important, compliant to Occupational health and safety requirements.

- a) Type B building: office space generally not older than 15 years or had major renovations if older than fifteen (15) years, with high quality modern finishes, air-conditioning, and adequate onsite parking.
- b) Type C building: older office space with finishes close to modern standards because of refurbishments, with adequate onsite parking and fully functioning air-conditioning system.

- c) The proposed building must be ready for occupation by the GPL within (12) weeks from the date of acceptance of the offer and completion of change of ownership process.
- d) GPL is looking for an existing building or a refurbished building that will be ready for occupation before the due date.
- e) The proposed building shall comply with all the applicable laws, bylaws and at least the following specifications, laws, or local authority requirements:
 - a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises "Code of practice
 - b. Interior Lighting SABS 0114:1996 - Part I
 - c. The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040)
- f) The Municipal by-laws and any special requirements of the local supply authority
- g) The local fire regulations
- h) Electrical Certificate compliance
- i) Municipal occupancy approval
- j) Property valuation report

8. CERTIFICATES PROVING COMPLIANCE

- a) The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.
- b) Building should meet all relevant Occupational Health & Safety and Building regulatory (Air Conditioning) requirements, including facilities for the disabled (ramp at front entrance / restrooms).
- c) The premises must be able to cater for people living with disabilities.
- d) Compliance with regard to Fire and Smoke detection, Evacuation procedures, Fire hose cabinets, Covid-19 protocols, fully compliant and service lift system.
- e) Pest control be done before occupation and supply pest control report.

9. MUNICIPAL POWER

9.1 The municipal power supply must be connected and proof provided that the account/s are not in arrears, since GPL will not be held accountable for any outstanding amounts.

9.2 **Note:** GPL will not contribute to any upgrading / provisioning of additional power supply to the building / site.

9.2.1 Electrical Compliance

An Electrical Certificate of Compliance (CoC) must be provided to GPL as proof that all electrical installations in the building are safe and comply with the rules and regulations set out in the SANS 10142-1. This should include a certified power surge protection unit, of which proof should be provided to GPL for insurance purposes.

9.2.2 Small Power

- a) Power points to be provided as per GPL requirements with the following guidelines:

- a. The electrical supply to the office accommodation must cater for both normal and clean (dedicated) power. Provision must be made for two (2) normal, one (1) clean plug point for every 8 m² of useable office accommodation, an additional two (2) plug points per 150 m² of usable office accommodation to cater for fax, copiers etc. In addition, normal plugs to be provided in passages in order to accommodate cleaning machinery.
- b. Power skirtings should be at least 30cm from the floor to allow access to cleaning equipment.

9.2.3 Emergency power solution

- a) The Bidder GPL should provide UPS, and the building should have the facility to house the UPS and battery cabinets.
- b) ii. The building should be fitted with a generator with sufficient capacity and fitted with diesel tanks with to run for 24 hours and compatible with the capacity of the UPS.
- c) iii. The emergency power solution should have the capacity and be wired, to provide the necessary dedicated power to the server room, HVAC, all lighting, security system and desktops.
- d) iv. The generator specifications, service records, etc. should be made available to GPL.

9.2.4 Lighting

9.2.4.1 All interior lighting shall be designed and installed to conform to SANS 10114-1:2005 approved standards. The lighting design shall take into consideration the type of work that will be performed which includes high security considerations, sorting, filing, data capturing and computer-based work areas. Particular attention shall be paid to the light layout in public areas and should take the public circulation spaces into account. Lighting conforming to the following standard should be provided:

- a) Reception areas 100 lux
- b) General offices 500 lux
- c) Passages 500 lux
- d) Auditoriums 100 lux
- e) Conference rooms 100 lux
- f) Storerooms 200 lux
- g) Parking 50 lux

9.2.5 Lighting control: Boardrooms should be fitted with an adjustable lighting control solution that is activated/ de-activated through motion control.

9.2.6 All other lighting requirements should be controlled via a BMS that can be programmed to turn lights on / off during selected times and days.

9.2.7 Lightning (surge) protection:

- a. The building should have sufficient lightning/ surge protection, and a copy the most recent inspection report should be submitted as part of the bid documents (along with the electrical installation CoC).

9.2.8 HVAC (Heat, Ventilation and Air-conditioning)

Functional Requirements will be as follows:

- a) The building must be fitted with an HVAC system that will provide for a comfortable office environment and must allow for the temperature to be controlled per functional area and per office.
- b) The HVAC system must be a Freon gas system and not a chilled water system.
- c) HVAC system must be a gas-controlled system, and not a chiller- or evaporative HVAC system.
- d) iv. The building must be adequately ventilated, and stale air must be released to the outside of the building, in compliance with SANS 10400 and all other related legislation.
- e) The building must be fitted with an HVAC system that will provide for a comfortable office environment and must allow for the temperature to be controlled per functional area and per office.
- f) The building must be adequately ventilated, and stale air must be released to the outside of the building, in compliance with SANS 10400 and all other related legislation

9.3 BUILDING MANAGEMENT SYSTEM AND ENVIRONMENTAL CONTROL SYSTEM

The proposed building must be fitted with a Building Management System (BMS) and server room control system. The BMS must allow control / management of energy consumption, water, HVAC and lighting.

9.4 FIRE DETECTION AND SUPPRESSION

- a) The building must be fitted with a fire detection and prevention system. Fire control, safety and risk management must be in full compliance with the National Building Regulations, SANS 10400 as amended. It will be required that a complete ASIB (Automatic Sprinkler and Inspection Bureau) report be submitted, along with all other information regarding Fire Compliance.
- b) Fire protection equipment to be installed must comply with SANS 10400-T.
- c) The building must be fully compliant with the National Building Regulations and the OHS regulations.

9.5 SECURITY

- a) The building should be in a safe, secure and tranquil environment that does not present a high security risk to GPL staff members even if they work after hours.

The GPL will provide their own security solution with the exception of:

- a) Burglar proofing and safety gates which has to be in good working condition.
- b) Burglar proofing and safety gates should be commercial type and not domestic brands.
- c) Security fencing / electrical fencing around the perimeter.
- d) Guard house, which must comply with SAPS user requirements for permanent guard huts (with specific reference to SANS 10400, SANS 1263, British G3 exterior doors and SANS 10389).
- e) Adequate lighting in the parking area for officials working late, minimum 50 to 100 lux of light intensity.
- f) The GPL will provide their own security solution with the exception of:
- g) Burglar proofing and safety gates which has to be in good working condition.
- h) Burglar proofing and safety gates should be commercial type and not domestic brands.

- i) Security fencing / electrical fencing around the perimeter.
- j) Guard house, which must comply with SAPS user requirements for permanent guard huts (with specific reference to SANS 10400, SANS 1263, British G3 exterior doors and SANS 10389);
- k) Adequate lighting in the parking area for officials working late, minimum 50 to 100 lux of light intensity.

Security Systems

The Bidder will design, install and maintain a suitable security system, including related infrastructure, in accordance with current best practice, providing maximum flexibility for maintenance activities, future extension and upgrading with the functionality as specified in the paragraphs below.

The system will provide all the statutory, as well as GPL driven electronic devices required for protecting and securing the contents of the building.

Design criteria:

- a) The systems will be designed in such a manner to provide equipment of modular components, to commence with initial phases, without having to provide the full complement of equipment for the building.
- b) The selection of security systems will be carefully selected to ensure compatibility with the facility requirements.

Scope:

The Security Systems will consist of at least the following operational features:

- a) Access control with real time and historical personnel tracking.
- b) Alarm monitoring.
- c) CCTV and digital storage.
- d) Smoke detection.
- e) Evacuation.
- f) Gas extinguishing.
- g) Intercoms.
- h) Pedestrian barriers.
- i) Perimeter protection.
- j) Lightning and surge protection (Class 1 and 2 throughout).
- k) Full on-line UPS back-up for at least 35 minutes on full calculated load. (All security related equipment shall be back-up by UPS power; and all UPS power shall be generator backed up.
- l) The GPL will provide their own security solution with the exception of:
 - a. Burglar proofing and safety gates which has to be in good working condition.
 - b. Burglar proofing and safety gates should be commercial type and not domestic brands.
 - c. Security fencing / electrical fencing around the perimeter.
 - d. Guard house, which must comply with SAPS user requirements for permanent guard huts (with specific reference to SANS 10400, SANS 1263, British G3 exterior doors and SANS 10389).
 - e. Adequate lighting in the parking area for officials working late, minimum 50 to 100 lux of light intensity.

- m) GPL security Staff will let persons into the GPL offices and the area must be secured and accessible, except during emergencies.

9.6 DISABLED ACCESS

- a) All facilities must be equally and fully accessible, with all the necessary movement facilities (such as chairlifts, elevators, ramps and Braille signage) and ablution facilities etc., to meet all requirements of the SANS 10400- S:1990.
- b) As per the National Building Regulations and latest SANS specifications, the building will be equal and fully accessible, with all the necessary movement facilities (such as chairlifts, elevators and ramps), ablution facilities, signage and working environment etc.
- c) Access into outdoor areas should not be impeded and emergency escapes should be taken into account.
- d) The Project Site and Building will comply with international best practice with regards to access for people with disabilities and at the same time be functional for use by people with disabilities. The SANS specifications in this regard must be utilised as a guideline. The Bidder must make specific provision for hearing, sight and movement impaired staff.

9.7 WASTEWATER AND TOILETS

- a) Sanitary finishes - Taps should be industrial type, chrome coloured, self-closing and preferably wall mounted, e.g. Cobra industrial range, and should comply with SANS 1808-16:2017.
- b) Plumbing Fixtures and Fixture Fittings
- c) Foam dispensers should be self-dispensing and lockable.
- d) Toilet roll dispensers should be lockable and hold 3 toilet rolls.
- e) Hand driers should be fitted to all bathrooms.
- f) Toilets and urinals have to be fitted with demand flush sanitizer systems and water saving devices.
- g) Urinals should have partitions.
- h) One urinal should be provided for vertically challenged persons.

9.8 WASTE MANAGEMENT

Where municipal waste management is in place, proof must be provided that the account is not in arrears as GPL will not be held liable for any outstanding amounts. The type of waste management solution should be clearly specified e.g. on-site recycling of dry waste, rebates, wet waste method of disposal, etc.

9.9 GARDENS

Where stand-alone office accommodation is proposed with a garden area, such gardens should be in an acceptable condition and fitted with an automated sprinkler system.

9.10 SIGNAGE

The accommodation should allow for the corporate identity/ logo of the GPL to be enhanced and clearly visible from the street front on signage on the building and if applicable on the external fencing.

9.11 SCOPE OF WORK

The CPB service provider is expected to assist the GPL with the following:

- a) To assist the GPL to identify new office building that will cater for the current and future needs of the two organizations.
- b) Provide professional advice related to any building controls and regulations and including any professional and technical advice necessary for this kind of project.
- c) Provide guidance on agreements, mortgages, and market prices.
- d) Draft legal documents and contracts.
- e) Coordinate exchanges of ownership.
- f) Assist with negotiations between buyers and sellers.

9.12 EXPECTED OUTCOMES

The Commercial Broker to assist the GPL with the search and identification of the building to take into account the following:

- a) The building must be easily accessible by own vehicle and public transport (road and rail transport) including non-motorised modes of transport.
- b) The building should be within a reasonable vicinity to retail and other facilities whilst located in an area that does not have high foot traffic and is clearly demarcated from high foot traffic areas if these are located very close to the proposed land and building.
- c) The building must be easily accessible by people with disabilities.
- d) The building must be easy access for visitors and suppliers.
- e) The building must be in a safe, secure and tranquil environment that does not present a security risk to GPL staff members even if they work after hours.
- f) The building must be providing flexibility for environmental adaptations and including flexibility for energy efficiency and water and energy resilience measures.
- g) The area must be resilient to changing climate conditions and weather conditions usually experienced in Gauteng All information is to be supplied to the GPL in both soft and hard copies and all documents must be made available in pdf format.
- h) Proposed Methodology and Project plan in line with the phases and requirements.
- i) Project chart with clear suggested timelines and deliverables to implement the whole project.

10. PROJECT PROPOSAL

Service Providers wishing to submit proposals are required to include documents of statements on the following:

- a) A short profile of the company or entity.
- b) Suitable human resource expertise to undertake the task of this nature.
- c) Registration with the Estate Agency Affairs Board.
- d) Number and equity profile of the project team and their experience.
- e) Project plan showing how the entity will manage the project.
- f) Proposed Methodology and Project plan in line with the phases and requirements.
- g) Project chart with clear suggested timelines and deliverables to implement the whole project.

11. IMPROPER CONDUCT

Section 27(3) states that all registered persons must comply with the code of conduct and failure to do so constitutes improper conduct.

12. PERIOD OF THE ASSIGNMENT

The successful service provider would be contracted for a period of three (3) months at maximum upon signing the service level agreement.

13. MANDATORY PRE-QUALIFICATION SCORING GRID (TENDERERS MUST BE FULLY COMPLIANT WITH THE REQUIREMENTS BELOW)

| No | Requirements | Criteria | Yes/No |
|----|--|--|--------|
| 1. | NQF4 and PDE 4 | Fidelity Fund Certification ultimately completing your NQF4 and PDE 4 examinations. | |
| 2. | Location of the building is within 200m radius of the current accommodation (43 Rissik Street, Johannesburg) | Location of the building is within 200m radius of the current accommodation (43 Rissik Street, Johannesburg) | |
| 3. | Requirements of the building: Office Space must be at least 7 800 square meters and not more than 10 000 square meters. | Office space is within 10 000 square meters. | |
| | | Office space is not less than 10 000 square meters. | |
| 4. | Certified Copy of the Title Deed Attach proof of ownership through title deed or Ghost Conveyance report | Title deed or Certified copy of the Title deed or Ghost Conveyance Report submitted | |
| | | No Title deed or Certified copy of the Title deed or Ghost Conveyance Report submitted | |
| 5. | Parking requirements Provision of adequate safe secure on-site parking and at least 150 parking bays(pictures of marked parking bays attached) | Safe, secure and on-site parking bays at least 150 bays | |
| | | Unsecured and insufficient parking bays/ no pictures attached | |
| | | Draft layout not signed off by registered professional architect submitted | |
| 6. | Certificate of Occupancy from the Municipality | Certificates/ Evidence submitted | |
| | | Certificates or Evidence not submitted | |
| 7. | Proof of grading of the building not older than 12 months issued by a relevant entity or Architect. B- Grade building Or C – Grade building | Valid grading submitted | |
| | | Invalid certificates/Not submitted | |
| 8. | Zoning of premises | Valid municipality issued zoning certificate submitted | |

| | | | |
|-----|---|---|--|
| | Provide verifiable Town planning certificate from local municipality confirming zoning of either commercial office or public buildings. | Invalid zoning certificates/Not submitted | |
| 9. | A copy of the utility bill for the preceding three (3) months must be submitted. | Utility bill submitted for the preceding three (3) months | |
| | Link the utility bill to the proposed property e.g. - Physical Address - ERF number | Utility bill for the preceding 3 months not submitted | |
| 10. | Sprinkler system or a certificate exempting the building from the requirement in line with the building classification according to the National Building Regulations SANS 10400. | Proof of sprinkler system or a certificate exempting & fire extinguisher or exclusion letter on letterhead. | |
| | Fire Extinguisher - Attach proof of fire extinguisher compliance or include proof of exclusion in line with SANS 10400 from the relevant entity in an official letterhead. | No Proof of sprinkler system or a certificate exempting & fire extinguisher or exclusion letter on letterhead | |

14. EVALUATION CRITERIA

14.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

14.2 The 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

14.2.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

- 14.2.1.1 To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., ID copies, samples etc).
- 14.2.1.2 Additionally, the Mandatory Pre-qualification Checklist stated in section 13 will be assessed by SCM to confirm technical compliance to the tender requirements stipulated. Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

14.2.2 Phase 2: Functionality Evaluation Criteria (100)

This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and Specific Goals**.

FUNCTIONALITY EVALUATION CRITERIA

A key score of 0-5 will be applied where:

0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)

| # | CRITERION | DESCRIPTION | SCORE | WEIGHT | | | | | | | | |
|-------------------------------|---|---|-------|--------|-------------|--|--|--|--|--|--|----|
| 1. | Demonstrate knowledge and experience in dealing with sales and development of commercial property within the public sector, with a minimum experience of five (5) years is required. Provide a Project List and supporting cumulative reference letter(s) from previous clients demonstrating years of experience in executing projects of a similar nature. The Project List must be in the below table format. <table border="1"><tr><td>Project Description</td><td>Value</td><td>Period</td><td>Client Name</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> The reference letters must be signed by the referee, contain implementation details for the project, and the duration of the contract. <ul style="list-style-type: none">• GPL reserves the right to verify the testimonials. | Project Description | Value | Period | Client Name | | | | | Similar projects with supporting cumulative reference (s) letters. | | 30 |
| | | Project Description | Value | Period | Client Name | | | | | | | |
| | | | | | | | | | | | | |
| | | 2 Reference Letters | 3 | | | | | | | | | |
| 3 – 4 Reference Letters | 4 | | | | | | | | | | | |
| 5 and more Reference letters. | 5 | | | | | | | | | | | |
| 2. | Project team competency (CV’s must detail a record of projects undertaken) | Experience and expertise of personnel proposed on project (copies of CV and certificates of personnel who will be responsible for the project must be included): | | 20 | | | | | | | | |

FUNCTIONALITY EVALUATION CRITERIA

A key score of 0-5 will be applied where:
0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)

| # | CRITERION | DESCRIPTION | SCORE | WEIGHT |
|----|---|---|-------|--------|
| | | 5 to 6 years' experience for each team member in doing work in line with the required scope of works. | 3 | |
| | | 7 to 10 years' experience for each team member in doing work in line with the required scope of works. | 4 | |
| | | Above 10 years' experience for each team member in doing work in line with the required scope of works. | 5 | |
| 3. | Project Proposal | A detailed project proposal accompanied by a comprehensive project plan. | | 40 |
| | | Standard project proposal and plan | 3 | |
| | | A detailed project proposal and project plan which includes activities and timelines. (Ghantt chart) | 4 | |
| | | A comprehensive project proposal detailing all activities, timelines, resources, project milestones, risk mitigation factors. | 5 | |
| 4. | Affiliation to professional bodies. The service provider is expected to be a member of one or more of the stipulated professional bodies. | A service provider is expected to be a full member of one or more of the following professional bodies: <ul style="list-style-type: none"> Estate Agency Affairs Board of South Africa (EAAB) National Property Practitioners Council (NPPC) | | 10 |

| FUNCTIONALITY EVALUATION CRITERIA | | | | |
|---|-----------|---|-------|--------|
| A key score of 0-5 will be applied where: 0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%) | | | | |
| # | CRITERION | DESCRIPTION | SCORE | WEIGHT |
| | | <ul style="list-style-type: none">Property Practitioners regulatory authority. (NPRA) | | |
| | | Not a member of any required association or professional body | 0 | |
| | | A member of one of the required affiliations or professional bodies. | 3 | |
| | | A full member of two or more of the mandatory bodies. | 5 | |
| TOTAL POINTS | | | | 100 |
| CUT OFF POINTS | | | | 70 |

11.1 Phase 3: Price and Specific Goals (100)

Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

| The following formula will be used to calculate the points for price: Criteria | Points |
|---|---------------|
| Price Evaluation $Ps\ 80 \left(1 - \frac{Pt - P\ min}{P\ min} \right)$ | 80 |
| Specific Goals | 20 |
| TOTAL | 100 |

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

The 20 preference points will be distributed as follows:

| Groupings | Points | Verification |
|------------------------------------|---------------|------------------------------------|
| 5. Black Ownership (7) | | Registration documents and ID Copy |
| Enterprise is 100% Black Owned | 7 | |
| Enterprise is 51% Black Owned | 5 | |
| Enterprise is less 51% Black Owned | 3 | |
| Enterprise is not Black Owned | 0 | |
| 6. Women Ownership (5) | | Registration documents and ID Copy |
| Enterprise is 100% Women Owned | 5 | |
| Enterprise is 51% Women Owned | 3 | |
| Enterprise is less 51% Women Owned | 1 | |
| Enterprise is not Women Owned | 0 | |
| 7. Youth Ownership (5) | | ID Copy |
| Enterprise is 100% Youth Owned | 5 | |
| Enterprise is 51% Youth Owned | 3 | |
| Enterprise is less 51% Youth Owned | 1 | |
| Enterprise is not Women Owned | 0 | |
| 8. PWDs Ownership (3) | | Letter from the doctor |
| Enterprise is 100% PWDs Owned | 3 | |
| Enterprise is 51% PWDs Owned | 2 | |
| Enterprise is less 51% PWDs Owned | 1 | |

| | | |
|------------------------------|---|--|
| Enterprise is not PWDs Owned | 0 | |
|------------------------------|---|--|

THE END