



BORDER MANAGEMENT AUTHORITY (BMA) INVITES ALL INTERESTED PARTIES TO RESPOND REQUEST FOR PROCUREMENT OF THE PROVISION OF SUITABLE OFFICE AND PARKING SPACE FOR BORDER MANAGEMENT AUTHORITY THROUGH LEASING OF OFFICE ACCOMMODATION COMPRISING OF A GROSS LETTABLE AREA (GLA) OF 4200m2 AND NOT EXCEEDING 5040m2 (OFFICES) AND 369 SECURED COVERED PARKING BAYS FOR A PERIOD OF 60 MONTHS (5YEARS) WITH AN OPTION TO RENEW FOR ANOTHER 4 YEARS.

Compulsory Briefing: YES

Date: 08 October 2024

Time: 09H00

Venue: Teams Link

https://teams.microsoft.com/l/meetup-join/19:meeting_OTEyNmQwNGUtZDQ5OS00NzQ5LWJiYWItNTgyMzY0MDFhZDdh@thread.v2/0?context=%7B%22Ti d%22:%222677e26e-b4cf-46fc-ae9e-6339655b4717%22,%22Oid%22:%220539e503-a62f-4b7f-9e07-cfef284dbf9e%22%7D

The physical address for collection of Tender documents is:

Download from e-tender

Bidders to submit both electronically copy (USB) and hard copy. Bidders must ensure that both copies are the same. BMA will utilized any of the submitted copies during evaluation hence bidder must ensure that both copies are the same. Service providers are requested to ONLY submit document requested please DONT add documents that are not requested.

Queries relating to the issues of these documents may be addressed to scm.enquiries@bma.gov.za

The closing date **25 OCTOBER 2024** and closing time for receipt of Tenders is **11h00**. Telegraphic, telephonic, telex, facsimile, and late Tender Proposals will not be accepted.

BORDER MANAGEMENT AUTHORITY BID FORMS

| ANNEXURE A STANDARD BIDDING DOCUMENT | |
|--|--|
| SECTION A | INVITATION TO BID |
| SECTION B | SBD 1 - TERMS AND CONDITIONS FOR BIDDING |
| SECTION C | SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID |
| SECTION D | REGISTRATION ON CENTRAL SUPPLIERS DATABASE |
| SECTION E | DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE AUTHORITY TO SIGN A BID |
| SECTION F | PRICING SCHEDULE |
| ANNEXURE B SECTION G | DECLARATION OF INTEREST |
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| SECTION I | CONDITIONS OF BID |
| ANNEXURE C | GENERAL CONDITIONS OF CONTRACT (GCC) |
| ANNEXURE D | SPECIAL CONDITIONS OF CONTRACT (SCC) |
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| ANNEXURE E | SPECIFICATIONS |

SBD1

SECTION A INVITATION TO BID

| | | | | | |
|---|---|-------------------------|--|-------------------------------|---|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BORDER MANAGEMENT ENTITY | | | | | |
| BID NUMBER: | H004L2508RFP00067 | CLOSING DATE: | 25 OCTOBER 2024 | CLOSING TIME: | 11H00 |
| DESCRIPTION | BORDER MANAGEMENT AUTHORITY (BMA) INVITES ALL INTERESTED PARTIES TO RESPOND REQUEST FOR PROCUREMENT OF THE PROVISION OF SUITABLE OFFICE AND PARKING SPACE FOR BORDER MANAGEMENT AUTHORITY THROUGH LEASING OF OFFICE ACCOMMODATION COMPRISING OF A GROSS LETTABLE AREA (GLA) OF 4200m2 AND NOT EXCEEDING 5040m2 (OFFICES) AND 369 SECURED COVERED PARKING BAYS FOR A PERIOD OF 60 MONTHS (5YEARS) WITH THE POSSIBILITY TO RENEW FOR 4 YAERS. | | | | |
| BID DOCUMENTS ARE TO BE DEPOSITED IN THE TENDER BOX AT: TSHEDIMOSETSO HOUSE, 1035 SCHOEMAN ST, HATFIELD, PRETORIA, 0028 | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | | CONTACT PERSON | Jimmy Sibiya | | |
| TELEPHONE NUMBER | | TELEPHONE NUMBER | | | |
| E-MAIL ADDRESS | scm.enquiries@bma.gov.za | E-MAIL ADDRESS | jimmy.sibiya@bma.gov.za | | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE UMBER | 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 <input type="checkbox"/> Yes <input type="checkbox"/> No | | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] | | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |
| 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. | | | | | |

SECTION B PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

SECTION C

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The Respondent is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
6. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
7. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
8. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
9. A specific box or email address is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
11. No bid submitted by telefax, telegraphic or other means will be considered.
12. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
13. Any alteration made by the bidder must be initialed with an ink pen.
14. Use of correcting fluid is prohibited, bidder may be disqualified.
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. For any incomplete form may results in disqualification or non-allocation of points.

Rights to Award

- Border Management Authority reserves the right to call for presentations from shortlisted suppliers or ***Reserves the Right to accept bids in Whole or In Part.***

- Not to make any award in this bid or accept any proposals submitted,
- Award the project to more than one (1) Respondent for the same activity
- Request further technical/functional information from any Respondent after the closing date,
- Verify information and documentation of the Respondent(s),
- Not to accept any of the bid document submitted,
- To withdraw or amend any of the bid conditions by notice in writing to all Respondents prior to closing of the bid and post award, and
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

Price Negotiation.

BMA reserves the right to negotiate with the shortlisted Respondents prior and/or post award. The terms and conditions for negotiations will be communicated to the shortlisted Respondents prior to invitation to negotiations. The negotiation terms and conditions may include presentations and/or site visits. This phase is meant to ensure the conditions of bid and projects will be implementable for the achievement of the project objectives.

BMA supports the spirit of 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 BMA does not support any form of fronting.

THE EVALUATION WILL BE EVALUATED AS FOLLOWS:

Administrative Compliance

Suppliers must ensure that the following documents are attached, signed, and completed:

| DOCUMENT | INSTRUCTION |
|---------------------------------------|---|
| SBD 1- Invitation to Bid | It must be fully completed and returned |
| SBD3 - Pricing Schedule | The final total from the price structure must be written in words and figures. Words will supersede amount in figure. |
| SBD 4- Declaration of Interest | It must be fully completed and signed. |
| SBD 6.1- Preference points claim form | It must be fully completed and signed. Attach active BBEE certificate or Affidavit |
| CSD Declaration | It must be fully completed and signed. |
| Compulsory Briefing Inspection | It must be fully completed, stamped and signed. |
| Authority to Sign a Bid | This is a company resolution for the capacity under which this bid is signed and the relevant section must be completed and signed. |

Mandatory Response Requirements

In order to ensure compliance with all legislation; business continuity; an operating environment that is conducive to the BMA operations as well as financial security, the following mandatory requirements will apply. Failure to comply with any of the prerequisites will result in disqualification of the bid.

- 1.1 The following documents must be submitted with the bid. Failure to do so will result in disqualification:
 - (i) A flexible draft proposed Lease Agreement;
 - (ii) A complete Pricing Schedule, inclusive of escalation costs in % per annum.
 - (iii) Any Special Conditions of Contract must be specified in the bid (optional);
 - (iv) Floor Plans with CAD drawings (A3 size) to be submitted with the bid
 - (vii) Pictures of the office building in colour (exterior and internal features of the building in an A3 size)
 - (viii) Where the bidder is a prospective buyer in a process of acquiring / purchasing a building, a duly signed purchased agreement (Offer to Purchase) with a title deed number of the owner must be submitted.
 - (ix) Title deed will be required if the tenderer owns the building. This must be provided for each building offered.
 - (x) Zoning Certificate
 - (xi) Letter confirming the extent of the building provided and its grading.

Functionality/ Technical Response Requirements

Due Diligence Site Visit Evaluation will be conducted (Supporting documents must be not be submitted with the bid, it will be request during the site visit. The bidder must meet the minimum threshold of 70 points in order to be evaluated further for price and specific goals evaluation.

| DESCRIPTION | SCORING |
|---|---------|
| Administrative and Legal | 30 |
| Assessment of the building layout details | 20 |
| Details of maintenance, safety and security | 30 |
| Electrical and Mechanical Assessment | 20 |
| | |

Price and Specific goals evaluation

PREFERENTIAL PROCUREMENT EVALUATION BASED ON THE 80/20 or 90/10 PRINCIPLE

The applicable formula (80/20 or 90/10) will be utilised to evaluate the bid, of which eighty (80/90) points are allocated for price as allocated in the enclosed form SBD 6.1. that must be completed, and the remaining twenty (20/10) points are allocated for the specific goals as indicated in the table below

Responsive bids will be adjudicated by the State on the 80/20 or 90/10-preference point claim in terms of the Preferential Procurement Regulation 2022 which points are awarded to bidders on the basis of:

- a) The bid price (maximum 80/90 points)
- b) Specific Goals (maximum 20/10 points)

SECTION D

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Entity may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. **IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.**

SECTION E
DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND
UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

....., WHO REPRESENTS (state name of bidder)

.....

CSD Registration Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

AUTHORITY TO SIGN A BID**Bid/Quotation no: H004L2508RFP00067**

Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader

Name: _____

Registration Number: _____


RESOLUTION OF THE DIRECTORS OF THE COMPANY etc. RESOLVED that _____, in his/her capacity as _____, is authorised to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to the webpage for the business.

Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.

(sole member still must sign this resolution)

Signature of members: (all members must sign this resolution)

| Name | Signature | Date |
|----------|-----------|--------|
| 1. _____ | _____ | _____. |
| 2. _____ | _____ | _____. |
| 3. _____ | _____ | _____. |
| 4. _____ | _____ | _____. |
| 5. _____ | _____ | _____. |
| 6. _____ | _____ | _____. |

Specimen signature of the appointed Signatory: _____ .  (Please sign)

Failure to complete, sign, and date the above certificate or provide the certificate(s) in the form of a resolution shall result in the tender being considered non-responsive and rejected.

SECTION F

SBD 3.1
PRICING SCHEDULE
(Goods & Services)

| | |
|--|--|
| NAME OF BIDDER: CLOSING TIME: 11H00 | BID NO: H004L2508RFP00067 CLOSING DATE: 25 OCTOBER 2024 |
|--|--|

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

| Price component | COSTS IN RANDS FOR THE ENTIRE LEASE PERIOD | | | | |
|--|--|------|------|------|------|
| | 2025 | 2026 | 2027 | 2028 | 2030 |
| Building Rental | | | | | |
| <u>Parking Costs:</u> | | | | | |
| Basement | | | | | |
| Parking Shaded | | | | | |
| Parking | | | | | |
| Open Parking | | | | | |
| Fixed Operational costs | | | | | |
| Other services payable | | | | | |
| Indicate breakdown and information on deposit required | | | | | |
| Storage rooms | | | | | |
| Provide information on any other costs not already included | | | | | |
| Indicate Tenant Installation allowance per m ² | | | | | |
| | | | | | |
| Number of months of beneficial occupation that will be allowed | | | | | |

| | | | | | |
|-------------|--|--|--|--|--|
| Additional | | | | | |
| Total cost: | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| TOTAL BID PRICE VAT EXCLUSIVE | | | | | |
| VAT AT 15% | | | | | |
| GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED) | | | | | |

Amount in words

The total cost amount must cover all costs associated with the service

I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.

| | | |
|---|--|-------|
| Signature of the duly authorised representative | | Date: |
|---|--|-------|

- Required by:
- At:
.....
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

- Required by:
- At:
- Brand and model

- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery 5 days.
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

SECTION G ANNEXURE B

Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid

SBD 4

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:

.....
.....

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.

- 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: : (please declare all companies under the directors names on CSD, declare using MAAA numbers as listed on CSD)

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

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.

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

Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid

SECTION H
SBD 6.1

**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 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

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

| The specific goals allocated points in terms of this tender | Maximum score 80/20 | Maximum score 90/10 | Scoring criteria | Points claimed by bidder |
|---|---------------------|---------------------|--|--------------------------|
| <p>The company is owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> • 100% black ownership • 100% black managed • 100% Black controlled and <p>Attach a BBBEE certificate status level 1 assessed in terms of the Property Sector Codes.</p> | 10 | 5 | <ul style="list-style-type: none"> • Less than 35%=0 • Greater than 35% but less than 51%=3/2 • Greater than 50% but less than 100% =8/3 • 100% = 10/5 | |

| | | | | |
|--|---|---|---|--|
| The percentage of ownership held by black women. Attach a BBEE certificate status level 1 assessed in terms of the Property Sector Codes. | 5 | 3 | <ul style="list-style-type: none"> • Less than 35%=0 • Greater than 35% but less than 51%=3/1 • Greater than 50% but less than 100% =4/2 • 100% = 5/3 | |
| An entity which is at least 51% owned by people with disabilities | 5 | 2 | <ul style="list-style-type: none"> • Greater than 51% 5/2 • Less than 51%=0/0 | |

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

SECTION I CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Border Management Authority on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Entity during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Entity may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Entity. I/we will then pay to the Entity any additional expenses incurred by the Entity having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Entity shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Entity may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :
.....
.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfillment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me as a result of such action.
5. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Entity, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Entity, in addition to any remedies it may have, may:-
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Entity as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the Entity may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20 AT

.....
**SIGNATURE OF BIDDER OR DULY
AUTHORISED REPRESENTATIVE**

.....
NAME IN BLOCK LETTERS

ON BEHALF OF (BIDDER'S NAME)

CAPACITY OF SIGNATORY

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....
POSTAL ADDRESS

.....
TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

ANNEXURE C: GENERAL CONDITIONS OF CONTRACT**1. Definitions**

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.
 - 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
 - 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
 - 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Entity or an organization acting on behalf of the Entity.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the

contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national entity, Provincial entity, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner,

manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced

unless such notice is given to the other party.

- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Entity must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

- 33.1 The NIP Programme administered by the Entity of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

ANNEXURE D**SPECIAL CONDITIONS OF CONTRACT**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.

The offers must remain valid for a period of 90 days from the closing date of the submission of bids.

1. CONTRACT PERIOD

1.1 Four (4) Months

2. EVALUATION CRITERIA

There are four (4) main stages in the selection process, namely, ensuring that bid comply with administrative requirements, mandatory requirements, technical and preference points / specific goals.

Step 1 - Administrative Compliance

For administrative compliance, bidders must refer to annexure E of the standard specifications.

Step 2 - Mandatory requirements

For mandatory requirements, bidders must refer to annexure E of the standard specifications.

Step 3 – Functional or Technical Evaluation

For technical evaluation, bidders must refer to annexure E of the standard specifications.
Bidders must score minimum of 70 points in order to pass to the next stage.

Step 4 – Price and Specific Goals Point Evaluation

Bidders are advised that 20/10 preference points system shall be applied in the evaluation of bids.

3 ENQUIRIES

All enquiries regarding technical matters, should be directed to: scm.enquires@bma.gov.za

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE: APPLICABLE ON TEAMS

| entity stamp |
|--------------|
| |

ANNEXURE E**STANDARD SPECIFICATIONS / TERMS OF REFERENCE****TERMS OF REFERENCE**

FOR THE PROVISION OF SUITABLE OFFICE AND PARKING SPACE FOR BORDER MANAGEMENT AUTHORITY THROUGH LEASING OF OFFICE ACCOMMODATION COMPRISING OF A GROSS LETTABLE AREA (GLA) OF 4200m2 AND NOT EXCEEDING 5040m2 (OFFICES) AND 369 SECURED COVERED PARKING BAYS FOR A PERIOD OF 60 MONTHS (5YEARS) WITH THE OPTION OF EXTENDING FOR A FURTHER PERIOD OF FOUR (4) YEARS.

BID NO: H004L2508RFP00067

1. BACKGROUND INFORMATION

| | |
|-----------------------|---|
| Contracting authority | Border Management Authority (BMA) |
| Name of project | BORDER MANAGEMENT AUTHORITY (BMA) INVITES ALL INTERESTED PARTIES TO RESPOND TO THE REQUESTS FOR PROPOSAL (RFP) FOR LEASING OF OFFICE PREMISES (EXISTING AND THE BUILDING TO CONSTRUCTED) FOR THE YSAGE OF BMA COMPRISING OF A GROSS LETTABLE AREA OF 4200M (OFFICES) AND 369 BASEMENT/ SHADED / COVERED FOR THE DURATION OF FIVE (5) YEARS WITH THE OPTION OF EXTENDING FOR A FURTHER PERIOD OF FOUR (4) YEARS. |
| Budget Manager | Ms Zamachonco N Chonco |
| Purpose | The Border Management Authority is seeking to relocate its national offices and has resolved to embark on a lease of a suitable property for its national office in Pretoria. |

2. INTRODUCTION

In June 2013 Cabinet made the decision to establish a Border Management Agency under the guidance of the DHA. This decision was taken in recognition of the NICOC 2012 Feasibility Study that had highlighted weaknesses in border management. There was also the recognition that existing co-ordination mechanisms had proved incapable of addressing the structural and management co-ordination problems affecting border management and border security in the country.. BMA is currently located in Tshedimosetso House, 1035 Cnr

Francis Baard & Festival Street, Hatfield, Pretoria.

3. PURPOSE

The purpose of this tender is to find suitable offices and parking space for the BMA Head Office. Proposals are invited for the provision of leased office space measuring between 4200 sqm and 5040 sqm with 369 secured covered parking bays, for a minimum period of 60 months (5years) with the option of extending for a further period of four (4) years.

4. LOCATION OF OFFICE SPACE

4.1 The building/s must conform to the following:

- i) Not more than 15-20 km radius from Pretoria CBD in all directions.
- ii) Must have easy access to main highways such as N14, R21 and N1.
- iii) Must be close to Gautrain, Police Station (should a threat arise) and Public Transport.
- iv) Proximity to eating facilities, schools, banks, general medical facilities is recommended.
- v) Easy access and exit for ease of access control during protests and picketing.
- vi) The building must have universal access for people with disabilities. The toilets, ramps and parking facilities must be disability friendly.
- vii) Adequate, safe parking for both visitors and employees.

5. REQUIREMENTS

- 5.1 The proposed building should be a minimum of B grade office accommodation (or higher).
- 5.2 The gross lettable area (excluding parking space and land) must be within a range of 4200 sqm to 5040sqm.
- 5.3 Building Access for people with Disabilities. Building must have a suitable means of access for people with disabilities, designated entrances, doorways, corridors, ramps, stairs, and accessible facilities in accordance with building regulation
- 5.4 The property should be a stand-alone building/ office block with a dedicated entrance to suit the BMA security and mandatory requirements.
- 5.5 The bid shall include costing for a minimum of three hundred and sixty-nine (369) secured parking bays. The preferred parking configuration should at least have one hundred and fifty-one (151) safe basement parking, one hundred and forty-eight (148) under cover parking bays for staff, pool vehicles and seventy (70) open or covered visitors parking and two (2) parking bays dedicated for people with disabilities not less than 3,5m in width, on a level surface, and be located as near as possible to the entrance of such building. The parking must comply with the municipal by-laws.
- 5.6 For security reason, and depending on the property, the Commissioner's parking must be

designed with a lockable garage and may need to be provided with a lift.

- 5.7 Preference will be given to the building(s) that is an existing facility (complete built structure at the time of bidding) that can be fitted to suit the requirements of the BMA.
- 5.8 The entire area leased must be for the sole use of the BMA with no toilet; kitchen or canteen facilities being shared with other tenants;
- 5.9 The building/s must provide separate toilets for both males and females, in line with the minimum number of toilets specified in the National Building Regulations SANS 10400.
- 5.10 The building/s must make provision for disabled persons as per Part P and Part S of SANS 10400.
- 5.11 The Lessor shall ensure that adequate firefighting equipment is provided and serviced as required in law.
- 5.12 It is a mandatory requirement that the building/s be provided with an uninterrupted electricity supply.
- 5.13 The building/s must be provided with a backup water supply system.
- 5.14 Air conditioning must be provided in the entire lettable space, with maintenance and upkeep remaining the responsibility of the Lessor.
- 5.15 If the building has more than three floors (including the ground floor) or more than four (4) floors including basement and ground floor, there must be a passenger lift, which must be maintained by the Lessor on a monthly basis and as and when a breakdown occurs. Records of such maintenance must be kept by the Lessor and must be made available to the Lessee upon request.
- 5.16 The building must comply with all legislation, including but not limited to all SANS Regulations; the Occupational Health & Safety Act 85 of 1993 and Municipal By-Laws.
- 5.17 The building must be clean, well maintained with facilities being conducive to the BMA's operations for the duration of the lease.
- 5.18 The common areas including the gardens must be well maintained and even after occupation remains the responsibility of the Lessor.
- 5.19 Exterior signage must be allowed.
- 5.20 The building insurance will remain the responsibility of the Lessor for the duration of the lease.
- 5.21 The Lessor will be responsible for the normal day-to-day electrical, plumbing, air-conditioning and general building repairs and maintenance to ensure a safe and conducive working environment.
- 5.22 The building/s must make provision for access control and security which must be accessible to both staff and visitors.
- 5.23 A floor plan of the building drawn to scale should be provided and the Computer Aided Design (CAD) drawing must also be attached. For guidance refer to the table for due diligence assessment
- 5.24 Bidders must provide details of the building/s location and physical address for inspection in loco purposes, before the evaluation process is finalised.

- 5.25 Preference may be given to the respondent offering the BMA a Green Building Council South Africa (GBC-SA) Green Star certified building that, in its design, construction/ refurbishment, or operation reduces or eliminates negative impact and can create positive impact to our climate and natural environment. The building must preserve precious natural resources and improve the quality of life for all who experience and utilise the building.
- 5.26 The Preferred Respondent will also carry out the total facilities management (including interior decoration, including the furniture fitting for the entire office, cleaning, horticulture, etc.) of the building for the period of lease agreement and maintenance of all facility management.
- 5.27 The Preferred Respondent must provide a building with a high security layer (SL) zoned areas suitable for a Grade B and above office building e.g. (a.) SL 1: main entrance, reception and public waiting area; (b.) SL 2: interview rooms, boardrooms and auxiliary services; (c.) SL 3: ICT server rooms and security control rooms; (d.) SL 4: offices, boardroom(s), minimal open plan kitchen and lounge for the commissioners; (e.) SL 5: office, filling space, boardrooms, auxiliary storage, minimal open plan kitchen and dining space zoned for maximum two people per table and hotdesking concept.

6. SPECIFICATIONS

- 6.1 In order to accommodate the needs of the BMA, the following list acts as a guide as to the expected design/layout of the 4200 sqm to 5040sqm space. The list is in no way exhaustive. There must be:
- i) One (1) executive Office, with two interleading doors; One leading into a 12 seater boardroom and the other leading into an Executive Assistant's Office, separate bathroom facility, kitchenet;
 - ii) A waiting area within close proximity to the above Office;
 - iii) Interleading door to accommodate a Personnel Assistant, one (1) Chief Officer, four (4) Executive Managers and open space fit for 6 official.
 - iv) Executive wing for two (2) Deputy Commissioners and six (6) Chief Officers further allocate space for their individual Personnel Assistants
 - v) Management Wing for twenty four (24) executive management.
 - vi) One meeting room in each of the chief officer unit to accommodate eight (8) people each.
 - vii) Further to the configuration of office space above, Finance; Human Resources and Supply Chain Management Offices must be secured in a manner so as to restrict access;
 - viii) There must be at least one boardroom that can seat up to fifty (50) delegates;
 - ix) Additional (3) training rooms are required with a seating capacity of thirty (20) people each with folding partitions.
 - x) The building must have a server room with raised floors (existing fiber connection will be an added advantage);
 - xi) There must be at least one canteen area, with a seating capacity of thirty (30) people,
 - xii) The Lessor must provide firefighting equipment in all leased and common areas,

which must be maintained and serviced as per legislation.

- xiii) The lease offered must provide for air-conditioning and maintenance thereof as part of the lease.
- xiv) Provision must be made for a demarcated covered smoking zone according to the specifications in the Tobacco Products Control Amendment Act (No. 83 of 1993).
- xv) The building must be able to house bulk filers (min of ten (10) bulk filers).
 - i) Dedicate strong room for guns and ammunition (ARMARY DESIGNED ROOM). Dimensions for strongroom 4.4M x 4.8M x 2.4Mh or 20 square meter. Dimensions for the strongroom door Thickness – 15 or 20mm Length – 1,8 meters
 - ii) The office accommodation must cater for a combination of general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets) and enclosed or cellular offices for identified persons;
 - iii) No warehouse, car dealership and/or industrial zoned type buildings will be accepted;
 - iv) The new Border Management Authority's national office should have the capacity to accommodate over at least 400 people including contract workers and temporary staff.

2.

- i) There must be a dedicated area for drills preferable paved surface
- ii) The new Border Management Authority's national office will be required to have internal space planning that is energy efficient and meet the requirements of the BMA. The configuration is also expected, where possible, to be in line with comply with Department of Public Works and Infrastructure (DPWI)'s norms and standards for government office accommodation.
- iii) The property must have the potential (e.g. add on to existing building) to accommodate Border Management Authority's future growth, estimated at 10% over the coming years.

3.

- i) The GLA will be measured in accordance with SAPOA Method for Measuring Floor Areas (MOMFA) for Offices. The square meters indicate the intended offices, workspace, support- and special areas in the provided new Border Management Authority's national office specifications.
- ii) As part of the Bid Offer, the Landlord must indicate Tenant Installation Allowance underpricing schedule taking into account the allowable Minimum of R500/m2 for Tenant Installation (i.e Partitioning / Fitting out), excluding electrical /Mechanical / Structural items, which are the Landlord's responsibility as well as providing Certificates of Compliance. In the event that the overall costs of Tenant Installation Allowance exceed that of the Lessor's contribution, the difference will be to the account of the Lessee. The partitioning / fitting out should be completed before the BMA takes occupation.

4.

- i) The new Border Management Authority's national office will be required to have internal space

planning that is energy efficient and meet the requirements of the BMA. The configuration is also expected, where possible, to be in line with comply with Department of Public Works and Infrastructure (DPWI)'s norms and standards for government office accommodation.

5. LEASE REQUIREMENTS

- 5.1 The lease shall be for an initial period of five (5) year, sixty (60) months, commencing upon occupation of the building, with the option of extending for a further period of four (4) years.
- 5.2 **The lease should allow for an option to purchase the leased premises upon expiry of the lease agreement, in the event that BMA resolve or consider to purchase the building.**
- 5.3 A draft lease is to be included for each building submitted for consideration in this bid.
- 5.4 The BMA does not pay commission on agent fees.

| RESPONSIVE REQUIREMENTS | COMPLIANT | NON COMPLIANT |
|---|-----------|---------------|
| The Bidder confirms that the building offered is a complete built structure | | |
| The Bidder confirms that the building offered is a minimum of a grade B or higher grades | | |
| <p>The Bidder confirms that the building offered is in one of the following preferred areas:</p> <ul style="list-style-type: none"> Not more than 15-20 km radius from Pretoria CBD in all directions. Must have easy access to main highways such as N14, R21 and N1. Must be close to Gautrain, Police Station and Public Transport. Proximity to eating facilities, schools, banks, general medical facilities is recommended. | | |
| The bidder confirms that the lettable area offered is between 4 200 sqm and 5 040 sqm. | | |
| The bidder to confirm that a minimum of three hundred and sixty-nine (369) secured parking bays. The preferred parking configuration should at least have one hundred and fifty-one (151) safe basement parking, one hundred and forty-eight (148) under cover parking bays for staff, pool vehicles and seventy (70) open or covered visitors parking and two (2) parking bays dedicated for people with disabilities not less than | | |

| | | |
|--|--|--|
| 3,5m in width, on a level surface, and be located as near as possible to the entrance of such building. The parking must comply with the municipal by-laws. | | |
| The bidder confirms that the building can be retro fitted to accommodate the requirements of the BMA. | | |
| The bidder confirms that exterior signage may be erected. | | |
| The bidder confirms that there is an uninterrupted power supply, backed up by either solar power / battery backup and/or back-up via a generator. | | |
| In the event that power supply backup is not available, the Lessor confirms that this will be fitted upon appointment at the Lessor's cost. Indication must be made as to whether the backup will be solar power with battery backup or generator. | | |
| The bidder confirms that there is a fixed uninterrupted water supply with a backup system that is piped into the building in the event of water outages. | | |
| | | |

| RESPONSIVE REQUIREMENTS | COMPLIANT | NON COMPLIANT |
|--|-----------|---------------|
| In the event that a water supply backup is not available, the Lessor confirms that this will be installed upon appointment at the Lessor's cost. | | |

Detailed specification for strongroom design in terms of SANS 953-2:2003

Design

Category BC (brick and concrete construction) strongroom (if there no existing strongroom)

Floors at ground floor level

The floor at ground floor level of a category BC strongroom shall consist of a 100 mm thick 15 MPa strength reinforced concrete surface bed.

Floors above ground floor level

The floor above ground floor level of a category BC strongroom shall consist of 150 mm thick 25 MPa strength reinforced concrete.

Walls

A category BC strongroom shall have walls 320 mm thick consisting of 110 mm thick 7 MPa strength masonry outer and inner skins with a 100 mm thick 25 MPa strength steel mesh reinforced concrete core.

Roof

The roof of a category BC strongroom shall consist of 150 mm thick 25 MPa strength reinforced concrete.

Category RC strongroom (If there is an existing strongroom)

Floors at ground floor level

The floor at ground floor level of a category RC strongroom shall consist of a 100 mm thick 15 MPa strength reinforced concrete surface bed.

Floors above ground floor level

The floor above ground floor level of a category RC strongroom shall consist of 150 mm thick 25 MPa strength reinforced concrete.

Walls

Walls for a category RC strongroom shall consist of 150 mm thick 25 MPa strength reinforced concrete.

Roof

The roof of a category RC strongroom shall consist of 150 mm thick 25 MPa strength reinforced concrete.



6. EVALUATION PROCESS

Administrative Criteria

| Evaluation Stage | Description |
|------------------|---|
| Stage 1 | Administrative Compliance During this phase the screening process will be done to check compliance with bid requirements (administrative compliance) listed hereunder. |
| Stage 2 | Mandatory Compliance |
| Stage 3 | Due Diligence/ Site Visit The bidder must be fully compliant or demonstrate the ability to fulfil the full compliance requirements during the site visit evaluation requirements as set out below. The bidder must meet the minimum threshold of 80 points in order to be evaluated further for price and specific goals evaluation. |
| Stage 4 | Price and Specific Goals Preference points in the 80/20 or 90/10 formula will be awarded to bidders for attaining a score for elements as indicated on specific goals table. Bidders must provide the required information for evaluation purposes. |

Mandatory Response Requirements

In order to ensure compliance with all legislation; business continuity; an operating environment that is conducive to the BMA operations as well as financial security, the following mandatory requirements will apply. Failure to comply with any of the prerequisites will result in disqualification of the bid.

The following documents must be submitted with the bid. Failure to do so will result in disqualification:

- 1) A flexible draft proposed Lease Agreement;
- 2) A complete Pricing Schedule, inclusive of escalation costs in % per annum.
- 3) Any Special Conditions of Contract must be specified in the bid (optional);
- 4) Floor Plans with CAD drawings (A3 size) to be submitted with the bid
- 5) Pictures of the office building in colour (exterior and internal features of the building in an A3 size)
- 6) Where the bidder is a prospective buyer in a process of acquiring / purchasing a building, a duly signed purchased agreement (Offer to Purchase) with a title deed number of the owner must be submitted.

- 7) Tittle deed will be required if the tenderer owns the building. This must be provided for each building offered.
- 8) Zoning Certificate
- 9) Letter confirming the extent of the building provided and its grading.

Functional (Due Diligence Site Visit) Evaluation (These documents must not be submitted with the bid, it will be request during the site visit).

The Respondents must be fully compliant or demonstrate the ability to fulfil the full compliance requirements during the site visit evaluation requirements as set out below.

| DUE DILIGENCE NB: Bidder to provide the relevant certificate (assessment report) to confirms the below for compliance purpose. Bidders to note that a background check in terms of verification of the property documents with the Deeds office will be required from the recommended bidders. | Matrix | Scoring |
|--|--|----------------|
| Administrative and Legal <ol style="list-style-type: none"> 1. Rates and Taxes (recent statement withing 3 months) 2. Levy Statement (recent statement) (if property in an office block) 3. A confirmation document stating if there are or aren't liens against the property 4. A confirmation document stating if there are or aren't schedule of legal/litigation disputes involving the property (pending) 5. A confirmation document stating if there are or aren't any threatened litigation (involving the property) 6. Any security agreement or guarantees involving the property 7. Any other material information that we may need to know involving the property, if there is nothing also specify. 8. Universal access, it must accommodate people with disability, internally and externally in compliance with relevant Acts 9. Bidder must have a Registered Professional Architect to do space planning to be present during assessment and also provide CV with NQF7 qualifications relevant to Architect tertiary qualification. | 06 provided = 10 08 provided = 25 10 provided = 30 | 30 |

| | | |
|--|--|----|
| 10. Bidder must present 10 appointment letters in the past 10 years (from 2014 to date). Appointment letters must be in a clients letter head and signed by the client. | | |
| Assessment of the building layout details: <ol style="list-style-type: none"> I. Identify office spaces such as the reception area, work rooms, storage rooms, file rooms, mail rooms, copier areas, service units/coffee bar II. Identify area for meeting spaces and conference rooms III. Enclosed spaces requiring acoustical separation e.g higher than 40 STC, partitions to structure with acoustical insulation, and ductwork sound baffling IV. Indicate specialized window treatments (blackout shades, plantation shutters, motorized fabric draperies, etc.), interior windows, glass block partitions, and glazed doors V. Plans for humidity, pathogenic, or hypoallergenic air treatment systems VI. Plans to upgrade or changes to standard items such as plaster or vaulted ceilings, specialty lighting, or upgraded ceiling tiles VII. Doorways and paths VIII. Ramps/ Disabled ramps IX. Accessible parking X. Accessible toilets and communal areas XI. Handrails XII. Private toilets, elevators, or staircases | 07 provided = 20 10 10 provided = 15 12 provided = 20 | |
| The property owner must provide details of maintenance, safety and security. Elements must include the following: <ol style="list-style-type: none"> I. Provide workplace safety and security plan. II. Provide evaluation plans of safety and security risks. III. Show secured control access. | 05 provided = 15 07 provided = 20 | 30 |

| | | |
|---|------------------|----|
| IV. Show Parking lot and exterior security camera. | 10 provided = 30 | |
| V. Installed cameras in the building. | | |
| VI. A common security guard on the building. | | |
| VII. Planned security of valuable equipment. | | |
| VIII. The building has no mechanical and air-conditioning defects as identified during the visual inspection. | | |
| IX. The building has no water and plumbing defects as identified during the visual inspection. | | |
| X. Provide preventative maintenance plan | | |
| Electrical and Mechanical Assessment | 01 provided = 20 | 20 |
| I. Certificate of Occupancy accompanied by all compliance certificate submitted to municipality. | | |
| Total score for Due Diligence | 100 | |
| Minimum threshold required | 70 points | |

The bidder must meet the minimum threshold of 70 points in order to be evaluated further for price and specific goals evaluation.

Price and Specific goals evaluation

PREFERENTIAL PROCUREMENT EVALUATION BASED ON THE 80/20 or 90/10 PRINCIPLE

The applicable formula (80/20 or 90/10) will be utilised to evaluate the bid, of which eighty (80/90) points are allocated for price as allocated in the enclosed form SBD 6.1. that must be completed, and the remaining twenty (20/10) points are allocated for the specific goals as indicated in the table below

Responsive bids will be adjudicated by the State on the 80/20 or 90/10-preference point claim in terms of the Preferential Procurement Regulation 2022 which points are awarded to bidders on the basis of:

- c) The bid price (maximum 80/90 points)
- d) Specific Goals (maximum 20/10 points)

Points awarded for Price

- a) Price proposals must be submitted in South African Rand including Value Added Tax (VAT).
- b) The Border Management Agency reserves the right to negotiate the price with the recommended Respondent(s).
- c) The Respondent must complete the price proposal as per the provided price schedule template: **(Annexure B)**.
- d) A maximum of 80/90 points is allocated for price on the following basis:

$$P_s = 80 \left[\frac{1 - P_t - P_{\min}}{P_{\min}} \right]$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{\min} = Price of lowest acceptable tender

- e) The bidders will be evaluated on the basis of the point system as stipulated in the PPPFA. The Respondent who achieves the highest total points out of 100 (hundred) will be recommended by the Bid Evaluation Committee (BEC) as the preferred tenderer. In compliance with the Preferential Procurement Regulations 2017, the 80/20 or 90/10 principle will apply for tender prices between the threshold of R30 000 (thirty thousand) to R50 000 000 (fifty million). The 90/10 principle will apply for tender prices with a Rand value above R 50 000 000 (fifty million).
- f) Where it is unclear which preference points system will be applicable, 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.

Preferential Procurement Evaluation Based 80/20 or 90/10 Principle

A maximum of 20/10 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act. The points scored must be rounded off to the nearest two decimal places. Subject to regulation 9, the contract must be awarded to the tenderer scoring the highest points. Below is the terminology used for specific goals:

SUBMISSION OF PROPOSALS

Closing date

Respondents must submit their proposals on the **25 October 2024** not later than **11h00**. Bids response documents must be deposited on the Tender Box at *BMA Offices, Tshedimoseetso House, 1035 Schoeman St, Hatfield, Pretoria*,

Postponement of closing date

The Border Management Authority reserves the right to extend the submission date as indicated in Clause 10.1 above, however, Respondents should not pre-empt or rely on any postponements of the submission date as the Border Management Authority does not foresee any reasons for postponement at this stage.

Late submissions

No late submissions will be accepted by the Border Management Authority.

Incomplete submissions

Incomplete submissions, namely submissions that do not contain a response as contemplated in this RFP will be marked as incomplete, and may, at the Border Management Authority sole discretion, be rejected.

Proposals to be considered

Only proposals submitted by Respondents will be considered for evaluation.

Correction of Errors

The complete Proposals shall be submitted without alterations, erasures or omissions, except those to accord with instructions issued by the Project Manager through Briefing Notes, in which case, such corrections shall be initialled in black ink by the person or persons signing the proposal.

Amendments to Proposals

The Border Management Authority reserves the right, subject to compliance with legal administrative requirements, to request and accept any amendment to or modification of any aspect of any proposal from any selected or Preferred Respondent at any time.

Cost of Submitting Proposals

Each Respondent, its relevant entities or any other person shall bear all costs associated with the preparation and submission of its proposal(s), including all its own costs incurred on any of the stages in the procurement process.

Should the process be terminated at any stage as a result of it being tainted by the corrupt activities of one or more of the Respondents and/or Member(s) whether in breach of the provisions of this RFP or other applicable legal requirements, then the Border Management Authority shall have the right to recover from the said Respondent and/or Member(s) whose conduct has tainted the process any other damages or costs to the Border Management Authority flowing from such termination.

RFP LIAISON STRUCTURE

The Border Management Authority has implemented a liaison structure and all enquiries must be addressed as indicated below:

Respondents are advised to address all **enquiries** relating to this Project to the following people:

Supply Chain Management Contact: E-mail: scm.enquiries@bma.gov.za

All correspondence from the Respondent should be addressed to the SCM contact above and must be signed by an authorised person or persons, legally binding the Respondent. All such signatures must indicate the name(s) of the person(s) signing them, their position(s) and the name of their organisation.

Technical enquiries: can be addressed to Mr. Jimmy Sibiya email address: Jimmy.Sibiya@bma.gov.za

An additional information, responses to queries and/or changes to the RFP will be communicated to Respondents in the form of Briefing Notes. Respondents are advised to ensure that they have received all issued Briefing Notes.

Respondents may ask for clarification on this RFP invite up to 7 (seven) business days before the closing date specified for this RFP.

GENERAL PROPOSAL REQUIREMENTS

Format of Proposals**Signing requirements of a single entity**

Where the Respondent is a single legal entity, the principal or person(s) duly authorised to legally bind the legal entity concerned shall sign the original proposal. Each such person or persons shall be properly authorised to sign such documentation by way of a formal resolution by the board of directors, or its equivalent, of the organisation concerned. Copies of such an authorisation, authorising the signatory to the proposal, resolution, properly dated, must accompany each proposal in the format provided in the RFP.

In addition, the signatory shall make a written declaration to the effect that all documentation signed by him or her is factually correct and true.

Signing requirements of a consortium or joint venture

Proposals submitted by a consortium or a joint venture shall be signed by the lead Member so as to legally bind all the constituent members of the consortium.

Proof of the authorisation of the lead Member to act on behalf of the consortium or a joint venture shall be included in the proposal submitted.

The lead Member shall be the only authorised party to make legal statements and receive instruction for and on behalf of any and all partners of the consortium or the joint venture.

A copy of the agreement entered into by the consortium partners or the joint venture partners for the formation of the consortium or joint venture shall be submitted with the Proposal.

In addition, every signatory shall make a written declaration to the effect that all documentation signed by him or her is factually correct and true

Format of submissions

Respondents are requested to submit their bids in a clearly structured way. All parts of the proposal are to be clearly headed, pages must be numbered and a detailed content listing is to be provided. The bids should follow a consistent numbering system (sections, headings, paragraphs, sub-paragraphs, etc.) that allows for easy cross-referencing, both within the proposal and also in terms of clarification questions, etc.

Only proposals completed in English will be accepted.

The onus is on the Respondent to submit all relevant information.

Respondents are nonetheless requested to avoid unnecessary duplication or repetition of information, and not to submit irrelevant information.

Identification of Proposal document

Respondents should prepare and submit proposals that are clearly and visibly identifiable as a **Proposal for Tender Number** : H004L2508RFP00067 and include the following information on the outside of the Proposal:

Name of the Respondent;

Tender number;

Bid description;

Each and every Proposal parcel included in the proposal document should clearly indicate the following information:

Name of Respondent;

Tender number;

Bid description;

Standard Proposals to be Submitted

Respondents should prepare and submit a standard Proposal that includes amongst other things the Essential Minimum Requirements described below.

PROPOSAL VALIDITY

Validity Period

Proposals shall remain valid and open for acceptance for a period of 3 **(three) months from** the closing date, and any agreed extension of the validity period.

Extensions to the Validity Period

The Border Management Authority may, in exceptional circumstances, request the Respondent for an extension of the validity period, prior to the expiry of the original proposal validity period. The request and the response thereto shall be made in writing. A Respondent agreeing to the request will not be permitted to modify its Proposal.

