

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.

BID NUMBER : DPWFS (RFP) 003/2024

ADVERT DATE:

24 January 2025

CLOSING DATE AND TIME:

24 February 2025 at 11:00 am

COMPULSORY CLARIFICATION MEETING VENUE, DATE AND TIME:

THE MEETING WILL BE HELD ON 07 February 2025 AT 11:00 am

VENUE: Hamilton Offices, 18 Hartley Street, Hamilton, Bloemfontein

VALIDITY PERIOD OF THE PROPOSAL:

90 DAYS

ENQUIRIES

BIDDING PROCESS: MR. MOSIUOA KOLOBE – kolobem@fsworks.gov.za OR 051 492 1750/3886

TECHNICAL PROCESS: MS. MOIPONE DISEKO – disekon@fsworks.gov.za OR 051 410 7543

BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organisation, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 **AND**;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: integrity@publicservicecorruptionhotline.org.za

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T1.1 - Tender Notice and Invitation to Tender:

The Department of Public Works and Infrastructure, invites bidders to submit priced offers for the lease between 1387 M² and 1526 M² office accommodation with 39 parking bays onsite or in close proximity of the building. The building must be within 5km radius from O.R. Tambo House in Bloemfontein CBD, Mangaung Metro Municipality.

Bids will be evaluated according to the 80/20 or 90/10 points system:

Bid No:	DPWFS (RFP) 003/2024		
Advertising date:	24 January 2025	Closing date:	24 February 2025
Closing time:	11:00	Bid Validity period	90 Days
Compulsory Clarification		Compulsory Clarification	
Date:	07 February 2025	Venue:	Hamilton Offices, 18 Hartley Street, Hamilton, Bloemfontein
Time	11:00AM		
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); St Andrew Street; Bloemfontein		

COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on www.etenders.gov.za from 24 January 2025 **OR**
- Bid documents will also be available from 24 January 2025 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R1 282.00 is payable in cash (***please bring the exact amount***) on ***collection of the bid documents***. [Payments to be made at Room 102, 01st Floor, OR Tambo House]. Documents are also obtainable at Etender Portal, www.etenders.gov.za and Departmental website at www.publicworks.fs.gov.za/?page_id=2601 at no cost.
- Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bound.

The physical address for collection of tender documents is:

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr. St Andrews Street and Markgraaff Street
OR Tambo House
Room 101B, 1st Floor
Bloemfontein
9301

BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.

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REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



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SECTION 1: RETURNABLE DOCUMENTS

1. EVALUATION OF TENDER SUBMISSIONS

- The contract resulting from this RFP, if any, will be awarded to the most technically responsive Tenderer offering the best value for money to the Department.
- Proposals will be evaluated by a Tender Evaluation Committee. The main objective of the Tender Evaluation Committee will be the examination of each tender proposal to determine how effectively it satisfies the Department requirements. The evaluation of tender submissions will be conducted in three (3) stages:

Phase:	Details:
Stage 1	Mandatory requirement - evaluation of tender submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Functionality Evaluation - evaluation of functionality - bidders who fail to obtain a minimum 101 points out of 135 points for functionality as set out below will not be considered for appointment.
Stage 3	Price and preference - evaluation of preferred tenders in accordance to the Preferential Procurement Regulations of 2022 using 80/20 OR 90/10 Preference points system

REASONS FOR DISQUALIFICATION

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who's tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.

1.1. STAGE ONE (A) – COMPLIANCE WITH MANDATORY REQUIREMENTS

- 1.1.1. Provide unique security Personal Identification Number (PIN) issued by the South African Revenue Services (Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status, which will be confirmed at the time of award).
- 1.1.2. Attach a Valid original or certified proof of property ownership and registration (Deeds Registration under the name of the bidder) **OR** valid Sales Agreement between the bidder and the current owners of the property for the building which is exchanging hands and certified ID copies of the directors.
 - The Sales Agreement should be valid at the date of closing of the bid as well as throughout the validity period of the bid.
 - The Department reserves the right to confirm the validity of the Sales Agreement before the appointment.
 - The Department will only occupy the building after the transfer of the property into the name of the bidder.
- 1.1.3. The size of accommodation offered may not be less than the minimum lettable area specified in the tender documentation: between 1387 M² and 1526 M² Office accommodation (Attach SAPOA area certificate as proof).
- 1.1.4. Attach a preliminary sample layout plan of the property which will accommodate the office needs of the Department.
- 1.1.5. Attach duly completed and signed SBD documents (SBD 1 and SBD 4).

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- 1.1.6. Complete and sign the Annual Financial Statements Declaration for the preceding financial year (e.g. for the financial year ended 28 February 2024). Attach the income statement and the balance sheet as support for the declaration. Attach a document that indicates where the funding will be sourced, i.e.
 - a) Attach Audited Annual Financial Statements clearly indicating the bidder's financial capability to execute the proposed work (i.e. for the financial year ended 28 February 2024); and must be accompanied by one of the following:
 - i. Bank Statement clearly indicating the bidder's financial capability to execute the proposed work, **OR**;
 - ii. A confirmation letter from a registered funding institution to confirm the intention to fund.
- 1.1.7. The property must be zoned for purposes of accommodating office space of this nature according to Mangaung land use scheme. Attach supporting documents i.e. zoning certificate.
- 1.1.8. Attendance of the mandatory clarification meeting (The details of which are listed in the tender notice and invitation).
- 1.1.9. **All documents must be completed in writing with a black pen.**

1.2. STAGE ONE (B) – NON MANDATORY REQUIREMENTS REQUIRED FOR EVALUATION PURPOSES

- 1.2.1. Attach a valid proof of registration on the National Treasury's Central Supplier's Database must accompany this tender (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate CSD report or MAAA number).
 - However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the tender being awarded to a prospective tenderer.
- 1.2.2. The building must at least be a minimum of Grade C at the time of submission of the bid. However, the building must be upgraded to Grade B before occupation – (*The department will request the prospective bidder(s) to submit the proof post-appointment*).
 - The bidder must submit the SAPOA Grade B certificate after the renovations have been completed and before occupation can take place.
 - If the building is not a minimum of Grade B, the bidder must attach a comprehensive detailed project costing and implementation plan signed by Professional Quantity Surveyor and accompanied by a valid proof of funding e.g. bank rating certificate or pre-approval for bond from registered financial institution or any other verifiable proof of funding.
- 1.2.3. Attach area certificate issued by a registered Architect with the South African Council for the Architectural Profession (SACAP) for the proposed area for leasing (***the requested document(s) should be submitted within six (6) months after-appointment; failure of which will lead to disqualification or termination of the contract with the appointed bidder***).
 - Attach sample layout plan of the property which will accommodate the office needs of the Department issued by a registered Architect with the South African Council for the Architectural Profession (SACAP).
- 1.2.4. Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety days.
- 1.2.5. Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.2.6. Attach duly completed and signed Annexure A: Record of Addenda to tender documents.
- 1.2.7. Attach duly completed and signed Annexure B: Proposed amendments and qualifications.

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1.3. STAGE TWO – EVALUATION ON FUNCTIONALITY CRITERIA AND POSSIBLE SITE VISIT

1.3.1. The purpose of application of qualification criteria is to determine the functionality of each proposal by assessing the quality and the robustness thereof.

1.3.2. Below is a detailed breakdown of the scoring criteria for each individual proposal and each tenderer must score a minimum of 101 points out of 135 points in order to be considered for the next stage:

NO	CRITERION	GUIDELINE FOR CRITERION	MAXIMUM SCORE	
1	SPACE REQUIREMENTS	<ul style="list-style-type: none">• Attach sample layout plans (Failure to submit a sample layout plan on the closing of the bid will lead to the bidder forfeiting these points).• Layouts assessment: Tenderer to provide indicative space planning layout for the building proposed as per Schedule A focusing on work, support, public and shared space	35	
		More than 8 omissions from the Needs Analysis of accommodation		0 Points
		8 omissions from Needs Analysis of Accommodation		15 Points
		6 omissions from Needs Analysis of Accommodation		20 Points
		4 omissions from Needs Analysis of Accommodation		25 Points
		2 omissions from Needs Analysis of accommodation		30 Points
		All items as per the Needs Analysis of accommodation are included in the space plans		35 Points
2	PARKING REQUIREMENTS	Secured Parking Bays which are easily accessible:	30	
		39 parking bay onsite		30 Points
		31 parking bay onsite plus 8 offsite		25 Points
		23 parking bay onsite plus 16 offsite		20 Points
		16 parking bay onsite plus 23 offsite		15 Points
		8 parking bay onsite plus 31 offsite		10 Points
		No parking bay onsite plus 39 offsite		5 Points
		Attach valid proof to substantiate the above. Not meeting the requirements, the bidder will forfeit these points.		
3	MAINTENANCE PLAN	a) Provide the maintenance plan for the building for the preceding 3 years, clearly demonstrating the execution of planned maintenance as well as the % of maintenance that was deferred- and unplanned. If this is a new building, provide a maintenance plan for the next 3 years (15 Points)	35	
		Maintenance plan executed ≤5% unplanned/ deferred items		30 Points
		Maintenance plan executed >5% ≤10% unplanned/ deferred items		20 Points
		Maintenance plan executed >10% unplanned/ deferred items		10 Points
		b) Provide a copy of the maintenance plan for the period of the lease. The plan has to provide details of maintenance categories, dates of planned maintenance, etc. (5 Points)		
		Details of maintenance categories, dates of planned maintenance, provided		5 Points
		No details of maintenance categories, or dates of planned maintenance.		0 Points
4	ACCESSIBILITY	a) A higher score will be allocated to properties which are closer and easily accessible within 5 km from the OR Tambo House. The building must be within 5 km from the OR Tambo House in Bloemfontein (30 Points)	35	
		Less than 1000m		30 Points
		Less than 2000m		25 Points
		Less than 3000m		20 Points
		Less than 4000m		15 Points
		Less than 5000m		10 Points
		Note: The Department will confirm the distance during evaluation.		
		b) Property to meet requirements for people with disabilities (This should be reflected in the existing or proposed layout plan). (5 points)		
		Accessibility & Ablution facilities		5 Points
		Accessibility only		3 Points
Ablution facilities only	3 Points			
TOTAL SCORE (minimum score is 75%)			135	

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The following scoring rubric will be used to score the functionality above:

Rating	Score out of 10	Score out of 20	Score out of 30	Approach and methodology
Poor	2	4	6	The approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	4	8	12	The approach and / or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	6	12	18	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.
Very Good	8	16	24	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.
Excellent	10	20	30	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

1.4. STAGE THREE – PRICE AND PREFERENCE (80/20 OR 90/10 PREFERENCE POINT SYSTEM)

- The Department is committed to achieving the government's objectives of the economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2022.
- The 80/20 or 90/10 preference point system applicable to price quotations and tenders with a rand value of R50 million or below or rand value above R50 million (all applicable taxes included), will be used for evaluation of this bid.
- The scoring of points for price and preference system in terms of the 80/20 and 90/10 preference point system where the lowest price score 80 or 90 points for price.
- The points for preference will be allocated to bidders in accordance with the following specific goals.

Table 1:

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
Price	80	90
Specific goals	20	10
Total points for Price and SPECIFIC GOALS	100	100

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

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

80/20 or 90/10

- Allocation of points in terms of the 90/10 preference point system.

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Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

- c. 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 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

Table 2:

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer))	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	4	8		
Gender: 51% to 100% owned by black women	2	4		
Race: 100% Black ownership	3	6		
People living with a Disability: 51% to 100% owned by people with disabilities	1	2		
Total Points Claimed out	10	20		

NB (Bidder must complete both point systems)

- d. Claiming of preference points for Specific goals:

- Bidders will be required to submit CIPC and FICA approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free State Based Companies 100%.
- Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy /(ies) in order to claim points for specific goals on Gender: 51% to 100% more owned by black Women.
- Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race: 100% Black ownership.
- Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goals on People living with a disability. 51% to 100% owned by people with disabilities.

NB: 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.

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.

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1.5. Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract.

The bidder must return the tender document completed in full with the following returnable documents legibly completed and signed.

1. Resolution of Board of Directors
2. Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
3. Special Resolution of Consortia or Joint Ventures.
4. Standard Bidding Document 1 (SBD 1) – Invitation to Bid
5. Standard Bidding Document 4 (SBD 4) – Bidder's Disclosure
6. Standard Bidding Document 6.1 (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
7. All supporting documents required on the mandatory and non – mandatory requirements above.
8. Annexure A: Record of Addenda to tender documents.
9. Annexure B: Proposed amendments and qualifications.
10. Annual Financial Statements Declaration.
11. Bid offer

LIST OF RETURNABLE DOCUMENTS

1. THE TENDERER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Tender Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or Joint Ventures	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Ventures	2 Pages	<input type="checkbox"/>
Standard Bidding a Document 1 (SBD 1) - Invitation to Bid	2 Pages	<input type="checkbox"/>
Standard Bidding a Document 4 (SBD 4) - Bidder's Disclosures	2 Pages	<input type="checkbox"/>
Standard Bidding a Document 6.1 (SBD 6.1) - Preference points claim form in terms of the Preferential Procurement Regulations 2022.	4 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Statements Declaration	1 Page	<input type="checkbox"/>
Bid Offer	4 Pages	<input type="checkbox"/>

Name of Tenderer	Signature	Date

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RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

- * Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP

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RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at _____ (place)

on _____ (date)

RESOLVED that:

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



Physical address:

_____ (code) _____

Postal Address:

_____ (code) _____

Telephone number (code): _____

Fax number (code): _____

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



public works &
infrastructure
Department of
Public Works & Infrastructure
Free State Province

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. *Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 604 M² TO 783 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

1	_____

2	_____

3	_____

4	_____

5	_____

6	_____

7	_____

8	_____

Held at _____ (place)

on _____ (date)

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

B. Mr/Mrs. /Ms.: _____

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 604 M² TO 783 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

_____ (code) _____

Postal Address:

_____ (code) _____

Telephone number: _____ (Code) _____

Fax number: _____

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



SBD 1

PART A INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS (RFP) 003/2024	CLOSING DATE:	24 FEBRUARY 2025	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M ² TO 1526 M ² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Mosiuoa Kolobe		CONTACT PERSON	Ms. Nono Diseko	
TELEPHONE NUMBER	051 492 3886/ 1750		TELEPHONE NUMBER	051 410 7543	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	disekon@fsworks.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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.					

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.

SBD 1

PART B
TERMS AND CONDITIONS FOR TENDERING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF TENDERER:

CAPACITY UNDER WHICH THIS TENDER IS SIGNED:

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

DATE:

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

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.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION: REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



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 INSTRUCTION

03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.

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

(delete whichever is not applicable for this tender).

- a) 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	POINTS
Price	80	90
Specific goals	20	10
Total points for Price and SPECIFIC GOALS	100	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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	4	8		
Gender: 51% to 100% owned by black Women	2	4		
Race: 100% Black ownership	3	6		
People living with a Disability: 51% to 100% owned by people with disabilities	1	2		
Total Points Claimed out	10	20		

NB (Bidder must complete both point systems)

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;

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE “RFP”) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



- 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:

.....

.....

.....

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

Annexure A - Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature

Date

Name

Position

Tenderer

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

Annexure B: Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature

Date

Name

Position

Tenderer

Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:

☐ internally
☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]

☐ enterprise has had its financial statements audited;

name of auditor

☐ enterprise is required by law to have an independent review of its financial statements

name of independent reviewer

☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

Name

Position

Tenderer

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



SECTION 2

TERMS OF REFERENCE

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE “RFP”) TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



SECTION 2: TERMS OF REFERENCE

2. TERMS OF REFERENCE

2.1. PURPOSE OF THE RFP

The purpose of this request for proposal for (the “RFP”) is to invite bidders to submit priced proposals for the lease between 1387 M² and 1526 M² office accommodation facility and one 39 parking bays onsite or close proximity to the building. The building must be within 5KM radius from O.R. Tambo House in Bloemfontein CBD, Mangaung Metro Municipality.

2.2. ISSUING OFFICE

The Department of Public Works and Infrastructure is responsible for procuring all leased offices accommodation on behalf of the Free State Provincial Government (“Provincial Government”).

This RFP has been issued by the Department of Public Works and Infrastructure. In securing a leased office accommodation the primary objective of the Department, inter alia, is to provide a functional and best fit for use, type and location of office accommodation and optimal value to the Provincial Government.

The Department intends entering into a long term lease for an office accommodation within a radius of 5km from O.R. Tambo building in Bloemfontein, Mangaung Metro Municipality which has a minimum B grade quality rating.

Leasing Period Description

Category A	Category B	Category C	Category D	Category E	Category F
100% BEE	90% BEE	80% BEE	70% BEE	60% BEE	51% BEE
9 Years 11 months	9 years	8 years	7 years	6 years	5 years

The Department intends to install a Provincial Government Department that will conduct administrative business operations within the building.

Failure to adhere or meet any of the Mandatory Requirements will result in the tender being disqualified.

2.3. RESPONDENTS’ DUE DILIGENCE

2.3.1. Respondents must perform an appropriate due diligence on all technical, legal, financial, environmental, town planning, heritage and other matters relevant to the property to enable Respondents to submit proposals that are based on verified and accurate information.

2.3.2. Upon receipt of proposals from respondents, the Department of Public Works and Infrastructure will assume that the respondent has sufficiently familiarized themselves with the content of the RFP, its volumes, schedules and related annexures.

2.4. QUESTIONS REGARDING THE RFP

The Department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP. All questions, enquiries, and requests for clarification of information concerning this RFP should be addressed in writing to the following contact persons:

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



Technical enquiries:

Name: Ms. Nono Diseko

Tel: 051 410 7543

E-Mail: disekon@fsworks.gov.za

Procurement enquiries:

Name: Mr. Mosiuoa Kolobe

Tel: 051 492 1750/3886

E-Mail: kolobem@fsworks.gov.za

A list of Tenderer enquiries (without identifying the source of the enquiry) and our responses thereto will be distributed to all Tenderers. Whenever a response to an enquiry would constitute a modification or addition to the original RFP, the reply will be made in the form of an Amendment Notice to the RFP. All enquiries must include:

- The company's name, address and phone number.
- A clear and concise question.
- Relevant paragraph within this RFP to which question relates.

NB: No meetings or telephonic enquiries with tenderers will be entertained.

2.5. AMENDMENTS TO THE RFP

The Department may at its sole discretion amend, revise or add to the RFP prior to the deadline for submission of Tenders and, at its own discretion, may extend the deadline for the submission of Tenders.

Any changes to the RFP will be in the form of written amendment issued by the Department. Such amendments will be sent by email with receipt acknowledgement requested to all Tenderers. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any Bidder who fails to receive such amendments shall not be relieved of any obligation under its proposal as submitted.

The Department reserves the right to withdraw or cancel this RFP at any stage.

2.6. BRIEFING SESSION

Failure to attend this clarification meeting will lead to disqualification.

2.7. TENDER SUBMISSIONS

One (1) envelope tender submission process will be followed by this RFP. The following documentation will be included in the envelope

Title on Envelope:	DPWFS RFP 003/2024: The Department of Public Works and Infrastructure, Free State Province invites bidders to submit priced offers for the lease between 1387 M ² and 1526 M ² office accommodation with 39 parking bays onsite or in close proximity of the building. The building must be within 5km radius from O.R. Tambo Building, Mangaung Metro Municipality.
Documentation to be included in the envelope:	<ul style="list-style-type: none">• All returnable documents correctly provided in terms of section one (1) of this RFP.• Functionality criteria (technical assessment)• Financial proposal in the format as required.

All tenderers must comply with the above outlined tender submission format.

2.7.1. 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 Department of Public Works and Infrastructure's sole discretion, be rejected.

2.7.2. Amendments to Proposals

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

2.8. TERMS OF REFERENCE FOR OFFICE ACCOMMODATION NEEDS (Schedule A)

No.		Description	Rank	Qty	Area per unit (Sqm)	Work-space
1	ECD & Primary School Support	Office	Director	1	20	20
		Office	CES: EDC	5	16	80
		Office	Assistant Director	1	16	16
		Office	Resource Coordinator	1	16	16
		Office	Programme Coordinator	1	16	16
		Office	Register Officer	1	8	8
		Office	Snr Admn Clerk	1	8	8
		Office	Admn Clerk	4	8	32
		Office	Cleaner	2	8	16
				17		212
		Reception	-	1	8	8
		Strongroom	-	4	14	56
		Boardroom 1	-	1	40	40
		Copy/Fax Room	-	2	8	16
		Storeroom	-	2	20	40
		Kitchen	-	1	5	5
		Registry	-	1	20	20
			-	8	4	32
		Toilet	-	1	5	5
		Training Room	-	1	40	40
		Computer Lab	-	1	40	40
		Liabrary Media Centre	-	1	40	40
		LTSM Store	-	1	40	40
						382
2	Auxiliary Services	Office	Deputy Director	1	16	16

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



		Office	Assistant Director	1	16	16
		Office	Chief Registry Officer	1	8	8
		Office	Snr Admn Clerk	4	8	32
		Office	Admn Clerk	1	8	8
		Office	Mobile Operator	1	8	8
		Office	Cleaner	2	8	16
				11		104
		Copy/Fax Room	-	1	8	8
		Strong room	-	1	14	14
		Storeroom	-	3	14	42
		Boardroom	-	1	40	40
		Toilet	-	8	4	32
		Paraplegic	-	1	5	5
						141
3	Strategic Planning Sub-Directorate	Office	Deputy Director	2	16	32
		Office	Assistant Director	2	16	32
		Office	Admn Clerk	2	8	16
		Office	Cleaner	2	8	16
				8		96
		Reception Area	-	1	8	8
		Copy/Fax Room	-	1	8	8
		Storeroom	-	1	20	20
		Boardroom	-	1	40	40
		Kitchen	-	1	5	5
		Toilet	-	5	4	20
		Paraplegic	-	1	5	5
						106
4	Learner Support	Office	CES: Learner Support	1	16	16
		Office	Assistant Director	2	16	32
		Office	Media Subjec Advisor	1	16	16
		Office	Snr Admn Clerk	1	8	8
		Office	Admn Clerk	1	8	8
		Office	Mobile Operator	6	8	48

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



5		Office	Cleaner	2	8	16
				14		144
		Reception Area	-	1	8	8
		Strong room	-	1	14	14
		Copy/Fax Room	-	1	8	8
		Storeroom	-	2	14	28
		Toilet	-	5	4	20
		Paraplegic	-	1	5	5
						83
	Office of the MEC	Office	Assistant Director	1	16	16
		Office	Snr Admn Clerk	2	8	16
		Office	Admn Clerk	2	8	16
				5		48
		Strong room	-	1	14	14
		Copy/Fax Room	-	1	8	8
		Storeroom	-	2	14	28
		Toilet	-	4	4	16
		Paraplegic	-	1	5	5
						71

Workspace	604
Workspace Support	783
NO. of FTE's (Full Time Equivalent) / Personnel.	55

2.9. RATIONALE FOR THE PROJECT

The purpose of this project and the terms of reference is for the procurement of suitably qualified service providers to submit proposals for the provision of offices space that include parking facilities, space planning and where necessary, refurbishments to meet the Department of Public Works and Infrastructure's brief for the Provincial Offices.

2.10. PROJECT OBJECTIVES AND GOALS

- 2.10.1. The primary objective of issuing this RFP is for the Department of Public Works and Infrastructure to conclude a Lease Agreement with a suitably qualified successful bidder.
- 2.10.2. The Project is planned to actively promote a range of the Department of Public Works and Infrastructure's objectives.
- 2.10.3. The Department of Public Works and Infrastructure has identified Project goals which are imperative to the development of the Project.

2.10.4. The Project goals are as follows:

2.10.4.1. Procurement of a cost effective, consolidated and compliant working environment within an optimal project structure.

2.10.4.2. Successful achievement of the Technical Specifications developed for the Project.

2.11. UNDERSTANDING USER NEEDS

- 2.11.1.** The building must comprise of between 1387 m² to 1526 m² Gross Leasable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices. The square meters indicate the intended offices, workspace, support- and special areas provided in the office accommodation.
- 2.11.2.** The parking for the building should conform to the minimum requirements of number of parking bays as per the request.
- 2.11.3.** The office accommodation should cater for a combination of general open space environment in line with needs analysis.
- 2.11.4.** Office accommodation sourced in a multi-tenanted building has to be a separate area with own entrance / exit.
- 2.11.5.** The successful bidder will carry out the full tenant fit out and space planning and the premises/building.
- 2.11.6.** The successful bidder will be responsible for the total cost of alterations and compliance certification necessary to adapt the offered accommodation to the specific needs of the Department of Public Works and Infrastructure. The bidder should make adequate provision for tenant installation in the offer.
- 2.11.7.** The new office accommodation will furthermore incorporate design, construction and operational practices that will significantly reduce or eliminate the negative impact of the development on the environment and people. The building will be energy efficient, resource efficient and environmentally responsible.

2.12. BUILDING TYPE

- 2.12.1.** The building after renovation must be Grade B, and must meet following minimum requirements:
 - 2.12.1.1.** High quality modern finishes;
 - 2.12.1.2.** Air conditioning;
 - 2.12.1.3.** Adequate on-site or adjacent parking;
 - 2.12.1.4.** Good quality lobby finish;
 - 2.12.1.5.** Quality access to / from an attractive street environment;
 - 2.12.1.6.** Good safety and security;

2.13. SITE ACCESSIBILITY

- 2.13.1.** Either stand-alone building or separate floor in multi- tenanted building with own entrance / exit to the floor;
- 2.13.2.** Prominent and easy to find;
- 2.13.3.** Easily accessible to the public and employees;
- 2.13.4.** Adequate, safe parking for both visitors and employees.

2.14. LOCATION

- 2.14.1.** The location of the office accommodation is proposed as follows: Within 5KM radius from O.R. Tambo House in Bloemfontein CBD, Mangaung Metro Municipality.
- 2.14.2.** The office accommodation should be in a safe, secure area and close to public transport.

2.15. OCCUPANCY DATE

The successful bidder's upgraded property must be available for occupation by the Department as follows:

- If the building is less than 5 000 M² it should be available between the period of 3 - 6 (three to six) months
- It will be the responsibility of the bidder to provide monthly progress on refurbishment of the property from the date of signing of the lease agreement.
- Where the proposed property is not in the name of the bidder, it should be noted that the Department will only take occupation of the property once it has been transferred into the name of the bidder. Consequently, no payments will be made before the property is registered into the name of the bidder

2.16. ADDITIONAL REQUIREMENTS

The successful tenderer must provide certification of compliance in relation to the following prior to occupation:

- 2.16.1.** Valid Certificate of occupation issued by the Local Municipality
- 2.16.2.** Valid Electrical installation certificate issued by the certified Electrician
- 2.16.3.** Valid Certificate of compliance of the building issued by the Local Municipality
- 2.16.4.** Valid Fire Fighting Equipment certificate issued by the Local Municipality
- 2.16.5.** Valid Lifts compliance documents where applicable issued by the certified Lift inspector
- 2.16.6.** Valid SAPOA Area Certificate issued by Professional Architect or Professional valuer
- 2.16.7.** Valid minimum Grade B Building Certificate Professional Architect or Professional valuer
- 2.16.8.** Valid Proof of Ownership issued by the Deeds office
- 2.16.9.** If the building is going to be occupied by any tenant other than the Department, the area that is offered to the Department must be completely isolated from the rest of the building with the separate entrance and exists points.
- 2.16.10.** Attach complete / tentative Space Planning Layouts with internal floor area and overall building envelope sizes

All of the above will be required prior to occupation.

Needs Analysis of accommodation	Sufficient evidence attached	
	YES	NO
1) Security (provide evidence i.e. pictures, approved drawings etc.) a. All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access points. b. External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete. c. All window must have burglar guards and all doors must have security gate. d. Office accommodation facilities must be secured with fence and have 3 gates. e. All parameter fencing must at least be up to 2 meters high in terms of stand-alone buildings. Where there's an existing parameter wall fencing, it must include security features i.e. razor wire and barbed wire along the fence. Where the building has no fencing, a Clearview or similar approved fencing is recommended with capability of electrical fencing.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2) Record rooms (provide evidence i.e. pictures, approved drawings etc.) a. Record rooms, on each floor, shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record rooms shall be of masonry of not less than 220mm or of concrete of not less than 120mm thick or of such structure approved by the Department of Public Works and Infrastructure. b. Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works and Infrastructure.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3) Room areas and partitions (provide evidence i.e. pictures, approved drawings etc.) a. Partition walls shall be used to divide the total floor area of the building into consultation rooms and kitchens and ablution facilities should be brick-wall. b. The walls shall have a noise reduction factor of not less than 45dB within a range of 100 to 1000 hertz.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4) Passage width (provide evidence i.e. pictures, approved drawings etc.) a. As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
5) Floor to ceiling heights (provide evidence i.e. pictures, approved drawings etc.) a. A clear floor to height of as close as possible to 2.4-2.7m throughout shall be maintained in all general areas of the building. b. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

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<p>13) Toilet facilities (provide evidence i.e. pictures, approved drawings etc.)</p> <p style="padding-left: 20px;">a. Males-staff and public</p> <p style="padding-left: 40px;">i. One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons thereof.</p> <p style="padding-left: 20px;">b. Females- staff and public</p> <p style="padding-left: 40px;">i. One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.</p> <p style="padding-left: 20px;">c. Physically challenged persons</p> <p>Toilet facilities for physically challenged persons have to be provided according to norms and standards.</p>		
<p>14) Make provision for backup power supply which the Department will decide with its own discretion on whether they will take it or not.</p>		

2.17. CONTRACT MANAGEMENT

- a. Any contract awarded pursuant to this RFP will incorporate the requirements, specifications, terms, and conditions contained in this RFP, as well as the contents of the tenderer's proposal as accepted by the Department.
- b. The Department reserves the right to negotiate the modification of proposed terms and conditions with the 1st preferred tenderer in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory end product or service.
- c. The department will only make payment for the space which the tenderer is appointed for as per the approved needs of the client department issued by the department.
- d. The successful tenderer will be required to sign the Lease Agreement developed by the Department. No other form of agreement will be considered by the Department in this regard.
- e. The escalation rate for office accommodation will be based on the CPIX, the Department will not accept any escalation rate that is above the CPIX (not more than 7%).
- f. Regarding parking the Department will accept escalations on exceptional cases and such escalation should not exceed 2% per annum, when the escalation has reached the market rate the escalation will cease to be implemented. The department further reserves the right to review the number of allocated parking bays per annum and where necessary reduce the number of parking bays allocated on each building and the cost associated with such a reduction.
- g. The lease agreement entered into and signed at the commencement of the lease agreement emanating from this tender/tender shall be amended or reviewed according to the applicable and relevant clauses of the lease agreement in order to align it to the changes in legislation, changing environment and specific needs of the parties.
- h. It is the responsibility of the tenderer to ensure that the proposed accommodation is in an acceptable and suitable condition for occupation and usage by the tenant. This should be done for a period of 3 to 6 (three to six) months after receipt of a signed lease agreement by both parties Should the building not be ready within the specified period the Department reserve the right to terminate the lease agreement and/or recover any monies that the Department may have lost due to the delays in the handing over of the building to the Department.
- i. Funding should be secured within 30 days after receipt of the lease agreement signed by both parties.
- j. The cost for any such renovations, upgrade and/or modification of the proposed accommodation referred to above shall be to the account of the tenderer (Tenant installation).
- k. A comprehensive maintenance plan for the proposed building, must accompany these RFP.
- l. The Department reserves the right to re-negotiate the terms of these RFP at any time before appointment, including the terms relating to pricing changes and escalation.
- m. The Property should be zoned for business or any other zoning that will accommodate office accommodation.
- n. All the compliant certificates should be available and valid during handing over of the building to the Department.

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



2.18. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and submission of proposals and related documentation, including tenderer presentation to the Department, will be borne by each tenderer.

2.19. CLARIFICATION OF TENDERS

Prior to contract award, the Department may, at its sole discretion, seek clarification from any tenderer regarding any proposal information and may do so without notification to any other tenderer. This does not mean that the Department will accept additional documents from tenderers after closing date, it is just for clarity seeking purposes.

2.20. TECHNICAL PROPOSAL

SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY AT COST OF LANDLORD:

2.25.1 GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialled and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

2.25.2 CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public works and Infrastructure, Free State Province. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act of 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993), i.e. all the relevant certificate to this effect, e.g. the COC certificate, must be submitted before occupation of the building by the Department.

2.25.3 SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.
- (c) All windows up to first floor level must have burglar guards and all entrance doors to the building must have security gate.
- (d) The front door security gate must operate with an electronic locking mechanism, controlled from reception desk.
- (e) All parameter fencing must at least be up to 2 meters high in terms of stand-alone buildings. Where there's an existing parameter wall fencing, it must include security features i.e. razor wire and barbed wire along the fence. Where the building has no fencing, a Clearview or similar approved fencing is recommended with capability of electrical fencing.

2.25.4 RECORD ROOMS:

- (a) Record rooms, on each floor, shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record rooms shall be of masonry of not less than 220mm or of concrete of not less than 120mm thick or of such structure approved by the Department of Public Works and Infrastructure.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works and Infrastructure.
- (c) All keys shall be handed over to the Department of Public Works and Infrastructure.

2.25.5 ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

2.25.6 PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1-1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

2.25.7 FLOOR TO CEILING HEIGHTS:

A clear floor to height of as close as possible to 2.4-2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

2.25.8 DOORS, LOCKS AND KEYS:

All offices shall be provided with a door of at least 900mm and each fitted with a good quality four lever mortice lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building.

2.25.9 FLOOR COVERING:

Floor covering, either in a form of carpets, and tiles, must be of an acceptable standard and quality to last at least 10 years.

2.25.10 POWER POINTS:

- (a) Offices and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof. The Department of Public Works and Infrastructure shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.
- (b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.21.
- (c) The COC must be issued before the building can be occupied.

2.25.11 LIGHTING:

- (a) Each office shall be provided with its own light switch (Green LED light bulbs and sensors) in a suitable position near the floor.
- (b) The lighting levels all measured at working plane.

2.25.12 TELEPHONES:

- (a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of accredited service provider.
- (b) The user department (s) itself will negotiate with accredited service provider as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

2.25.13 TRUNKING:

The trunking (Double power skirting) servicing the building must conform to the latest technological standards.

2.25.14 FACILITIES FOR CLEANERS:

On every floor of a multi-story building or for every 750m² gross floor area a cleaner's room of not less than 6m² shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside, secured window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

2.25.15 TOILET FACILITIES:

The following norms shall be applied:

(a) Males-staff and public

One WC for every 15 persons to a total of 60 and thereafter one for every 20-person additional person's thereof.

(b) Females- staff and public

One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.

(c) Physically challenged persons

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

2.25.16 MATERIAL AND FINISHES:

- (a) All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.
- (b) Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works and Infrastructure.

2.25.17 INSPECTION:

The Department of Public Works and Infrastructure considers it a condition of contract that in contracting with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that they may wish to inspect. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works and Infrastructure.

2.25.18 INSTALLATION OF INFORMATION AND COMMUNICATION TECHNOLOGY INFRASTRUCTURE

- (i) This scope is for the installation of network points, incl. trunking, network cabling, points, testing and labelling, network schematic and professional services.
- (ii) The installation and commissioning of information and communication technology must be installed according to SITA requirements and standards.
- (iii) Network points should correspond to the number of officials who are listed above and also fact points for other office equipment and machinery.
- (iv) The Department will make once-off payment for the installation of the ICT equipment at the time of occupation.
- (v) The bidders must not include the installation costs for ICT as part of the monthly payment for the duration of the lease period. The Department reserves the right to request the detailed cost break-down including third party invoices at the time of occupation before paying for these services.
- (vi) Three quotes will be requested by the department to confirm ICT Infrastructure costs to obtain value for money.

2.25.18.1. ICT SPECIFICATION

Technical Specifications					
ITEM	DESCRIPTION	Unit of Measure	Quantity	Rate in Rands	Total
(a)	Horizontal Cabling				
(i)	Cat 6 Network Point				
(ii)	Cat 6 Patch Lead				
(iii)	Cat 6 Fly Lead				
(iv)	24-way patch panel				
(v)	50 x 50 Punch plate white				
(vi)	45 deg adapter				
(vii)	25 x 50mm Blank				
(viii)	1U Brush Panel				
(ix)	Testing and Labelling				
(b)	Server Room				
(i)	27U 19" 600 x 800 cabinet with 5-way power				
(ii)	27U 19" 600 x 800 cabinet with 5-way power				
(iii)	3 KVA UPS + SNMP Card and rail kit				
(iv)	4 Core M/M Fiber optic				
(v)	24-way splice enclosure complete				
(vi)	LC unjacketed pigtails m/m				
(vii)	LC – LC m/m Fiber patch cord				
(viii)	Splicing and OTDR				
(ix)	Install EGA Trunking				
(c)	Routing Infrastructure				
(i)	40 x 40 mm EGA Trunking				
(ii)	Install EGA Trunking				
(iii)	3.5m Power pole				
(iv)	Service outlet Kit				
(d)	Professional Services				

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



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Technical Specifications					
ITEM	DESCRIPTION	Unit of Measure	Quantity	Rate in Rands	Total
(i)	Project Management				
(ii)	Certification				
(iii)	Schematic Layout of network				
(vi)	Consumables				
TOTAL ((transfer this total to No.4 (ICT - payment of once-off costs under Section 3 – Bid offer))					R

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SECTION 3

BID OFFER

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



SECTION 3: BID OFFER

1. BID OFFER – OFFICE ACCOMMODATION

Bid no:	DPWFS RFP 003/2024	Closing date:	24 February 2025
Advertising date:	24 January 2025	Validity period:	90 days

2. ACCOMMODATION PARTICULARS

Name of building	
Address of building	
Market Value of building	
Municipal valuation of building	
Estimated costs of refurbishment to improve the building to Grade B (if applicable)	
Gross floor area of accommodation	m ²
Date accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	
Value Added Tax Number	

3. RENTALS (OFFICE ACCOMMODATION FACILITY, STORES AND PARKING)

	Office accommodation facility	Stores	Parking
Lettable Area	m ²	m ²	
Parking bays			
Rental per month	R		R
VAT per month	R		R
Total per month	R		R
Tariffs	R /m ²	R /m ²	R each
VAT	R /m ²	R /m ²	R each
Total (1)	R /m ²	R /m ²	R each
Escalation Rate	%	%	%
Operating Costs (Provide / Attach details on what costs entail)	R /m ²	R /m ²	

VAT	R	/m ²	R	/m ²	
Total (2)	R	/m ²	R	/m ²	
Escalation Rate (Max. rate of 7%)		%		%	
Total (1 + 2)	R	/m ²	R	/m ²	R each
Alteration Cost for Lessor:	R		R		

4. PAYMENT OF ONCE-OFF COSTS

Note: This must be accompanied by detailed cost break-down

Description	Total amount
Installation of ICT Infrastructure Costs	R

5. RESPONSIBILITIES

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

(Indicate where applicable)

a. Services	State	Lessor	Estimated cost per month
i. Water consumption			
ii. Electricity consumption			
iii. Sanitary services			
iv. Refuse removal			
v. Domestic cleaning service			
vi. Consumable Supplies			

b. Maintenance	State	Lessor	Estimated cost per month
i. Internal maintenance			
ii. External			
iii. Garden (If applicable)			
iv. Air conditioning			
v. Lifts			
vi. Floor covering: normal wear			

c. Rates and Insurance	State	Lessor	Estimated cost per month
i. Municipal rates & Increases			
ii. Insurance & Increases			
iii. SASRIA insurance + Increase			

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d. Other Responsibilities	a.State	Lessor	Estimated cost per month
i. Contract costs			
ii. Stamp duty			
iii. Firefighting equipment			
iv. Cost of alterations			

Note: State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

6. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7. PARTICULARS FOR PAYMENT OF RENTAL:

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

8. INCOME TAX REFERENCE NUMBER:

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)		
Name of owner / Duly authorised representative	Signature	Date

9. COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT

I, _____ duly authorised to represent

_____ (the tenderers name) acknowledge that I as

_____ shall ensure that _____ (description of the property in question) complies in every respect with the requirements of the following Acts, Regulations and By - Laws:

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- i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- iii) The Municipal by-laws and any special requirements of the local supply authority.
- iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works and Infrastructure immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

1. WITNESS:

Name of witness	Signature	Date

2. WITNESS:

Name of witness	Signature	Date

CONTRACT NO: DPWFS RFP 003/2024
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GENERAL CONDITIONS CONTRACT (GCC)

LEASE AGREEMENT

CONTRACT NO: DPWFS RFP 003/2024
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ANNEXURES

CONTRACT NO: DPWFS RFP 003/2024
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Mandatory documents

Annexure A

Valid proof of Personal Identification Number (PIN) issued by the South African Revenue Services (SARS)

Attach documentary proof.

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Mandatory documents

Annexure B

Attach a Valid original or certified proof of property ownership and registration (Deeds Registration under the name of the bidder) **OR** valid Sales Agreement between the bidder and the current owners of the property for the building which is exchanging hands and certified ID copies of the directors.

- The Sales Agreement should be valid at the date of closing of the bid as well as throughout the validity period of the bid.
- The Department reserves the right to confirm the validity of the Sales Agreement before the appointment.
- The Department will only occupy the building after the transfer of the property into the name of the bidder.

Attach documentary proof.

CONTRACT NO: DPWFS RFP 003/2024
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Mandatory documents

Annexure C

The size of accommodation offered may not be less than the minimum lettable area specified in the tender documentation: between 4993 M² and 5492 M² Office accommodation (Attach SAPOA area certificate as proof).

Attach documentary proof.

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Mandatory documents

Annexure D

Attach a preliminary sample layout plan of the property which will accommodate the office needs of the Department.

Attach clear readable document as proof.

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Mandatory documents

Annexure E

Complete and sign Annual Financial Statements Declaration form attached to the RFP document.

Attach Annual financial statements as support for the declaration accompanied by one of the following:

- Bank Statement clearly indicating the bidder's financial capability to execute the proposed work, **or**;
- A confirmation letter from a registered funding institution to confirm the intention to fund.

Attach documentary proof.

CONTRACT NO: DPWFS RFP 003/2024
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Mandatory documents

Annexure F

SAPOA Area Certificate

1. Size of Offered Space (GLA m²) Building Name and Floor Number

Size: _____
 Building _____
 Name: _____
 Floor _____
 Number: _____

2. Location of Building

	Description of particulars required	
1	Street address	
2	GPS co-ordinates	
3	Google Maps satellite print out clearly identifying the building	Attach to this Annexure
4	Stand/ERF number	

CONTRACT NO: DPWFS RFP 003/2024
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Mandatory documents

Annexure G

The property must be zoned for purposes of accommodating office space of this nature according to Mangaung land use scheme. Attach supporting documents i.e. zoning certificate.

Attach documentary proof.

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Building Type

Annexure H

The building should at least be Grade C, and must meet following minimum requirement:

- Insert Write up on the Building Condition, particulars of Maintenance that has been conducted in respect of the property and provide details of planned Maintenance.

Attach documentary proof.

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Building Type

Needs Analysis of accommodation

Annexure I

1) **Security** (*provide evidence i.e. pictures, approved drawings etc.*)

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.
- (c) All windows up to first floor level must have burglar guards and all entrance doors to the building must have security gate.
- (d) The front door security gate must operate with an electronic locking mechanism, controlled from reception desk.
- (e) All parameter fencing must at least be up to 2 meters high in terms of stand-alone buildings. Where there's an existing parameter wall fencing, it must include security features i.e. razor wire and barbed wire along the fence. Where the building has no fencing, a Clearview or similar approved fencing is recommended with capability of electrical fencing.

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ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF
THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO
HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



Needs Analysis of accommodation

Annexure J

- 2) **Record rooms** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *Record rooms, on each floor, shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record rooms shall be of masonry of not less than 220mm or of concrete of not less than 120mm thick or of such structure approved by the Department of Public Works and Infrastructure.*
 - b. *Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works and Infrastructure.*

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Free State Province

Needs Analysis of accommodation

Annexure K

- 3) **Room areas and partitions** (*provide evidence i.e. pictures, approved drawings etc.*)
- a. *Partition walls shall be used to divide the total floor area of the building into consultation rooms and areas such as kitchens and ablution facilities should be brick-wall.*
 - b. *The walls shall have a noise reduction factor of not less than 45dB within a range of 100 to 1000 hertz.*

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Needs Analysis of accommodation

Annexure L

- 4) **Passage width** (provide evidence i.e. pictures, approved drawings etc.)
- a. As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided.

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Needs Analysis of accommodation

Annexure M

- 5) **Floor to ceiling heights** (provide evidence i.e. pictures, approved drawings etc.)
- a. A clear floor to height of as close as possible to 2.4 - 2.7m throughout shall be maintained in all general areas of the building.
 - b. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

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Needs Analysis of accommodation

Annexure N

- 6) **Doors, locks and keys** (provide evidence i.e. pictures, approved drawings etc.)
- a. All offices shall be provided with a door of at least 900mm and each fitted with a good quality four lever mortice lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building.

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DESCRIPTION:

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Needs Analysis of accommodation

Annexure O

- 7) **Floor covering** (provide evidence i.e. pictures, approved drawings etc.)
- a. Floor covering, in a form of vinyl tiles, and ceramic tiles in ablution facilities and kitchens, must be of an acceptable standard and quality to last at least 10 years.

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Needs Analysis of accommodation

Annexure P

- 8) **Power points** (provide evidence i.e. pictures, approved drawings etc.)
- Consultation rooms and other rooms where electrical appliances can be used shall be provided with 15A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof.*
 - The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.*
 - Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.²¹*

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Needs Analysis of accommodation

Annexure Q

- 9) **Lighting** (provide evidence i.e. pictures, approved drawings etc.)
- a. Each office shall be provided with its own light switch (Green LED light bulbs and sensors) in a suitable position near the floor.

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Needs Analysis of accommodation

Annexure R

- 10) **Telephone** (provide evidence i.e. pictures, approved drawings etc.)
- a. Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of accredited service provider.

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Needs Analysis of accommodation

Annexure S

- 11) **Trunking** (provide evidence i.e. pictures, approved drawings etc.)
- The trunking (Double power skirting) servicing the building must conform to the latest technological standards.

CONTRACT NO: DPWFS RFP 003/2024

DESCRIPTION:

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



public works &
infrastructure

Department of
Public Works & Infrastructure
Free State Province

Needs Analysis of accommodation

Annexure T

12) **Toilet facilities** (provide evidence i.e. pictures, approved drawings etc.)

a. *Males-staff and public*

- One WC for every 15 persons to a total of 60 and thereafter one for every 20 person additional persons thereof.

b. *Females- staff and public*

- One WC (water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons thereof. One hand wash basin for every two WC's.

c. *Physically challenged persons*

- Toilet facilities for physically challenged persons have to be provided according to norms and standards.

CONTRACT NO: DPWFS RFP 003/2024
REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED
DESCRIPTION: OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE
ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF
THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO
HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



Needs Analysis of accommodation

Annexure U

13) **Generator and UPS** (provide evidence i.e. pictures, approved drawings etc.)

Tenderer must make provision for backup power supply which the Department will decide with its own discretion on whether they will take it or not.

CONTRACT NO: DPWFS RFP 003/2024
DESCRIPTION: REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED OFFERS FOR THE LEASE BETWEEN 1387 M² AND 1526 M² OFFICE ACCOMMODATION WITH 39 PARKING BAYS ONSITE OR IN CLOSE PROXIMITY OF THE BUILDING. THE BUILDING MUST BE WITHIN 5KM RADIUS FROM O.R. TAMBO HOUSE IN BLOEMFONTEIN CBD, MANGAUNG METRO MUNICIPALITY.



Additional information

Annexure V

Any other additional information that the tenderer wishes to provide.

Attach documentary proof