

RFQ Number	NO-201/2021
Issue Date	2 December 2021
Closing Date	8 December 2021, close of business

TERMS OF REFERENCE

**TENDER FOR OFFICE SPACE FOR THE SEDA JTG BRANCH,
FOR A PERIOD OF TWO (2) OR THREE (3) YEARS**

1. Introduction

The purpose of the bid is to invite potential bidders to tender for the provision of Rental Office Space for the Small Enterprise Development Agency's Branch Office in Kuruman for two (2) and three (3) years.

Background

Seda's legislative mandate and mission give direction regarding what is expected from Seda in the long term. The anticipated impact of Seda is an increased contribution of small enterprises to the South African economy and promotion of economic growth, job creation and equity. In a drive to achieve the stated outcome, Seda has outlined its strategic goals as follows:

- Enhance competitiveness and capabilities of small enterprises through coordinated services, programmes and products;
- Ensure equitable access to business support services;
- Strengthen the organisation to deliver on its mission.

The service delivery network of Seda consists of delivery points located throughout the country. These points currently take the form of Seda branches, Seda enterprise development centres and Seda supported incubation centres. Seda also utilises information kiosks and mobile units to access remote areas. In addition, Seda co-locates primarily with local municipalities and various other partners in areas where it does not have a branch. Seda has an established network of 9 Provincial Offices, 43 branches, 19 mobile units, 53 electronic information kiosks, 12 satellite offices, 48 Incubation Centres and 36 access points where Seda co-locates.

The Provincial Office seeks to acquire new premises for JTG Branch in Kuruman, where clients can go for business development assistance.

2. General Requirements

Seda Kuruman Branch requires proposals for a 300m² - 450m² rentable office space in the John Taolo Gaetsewe District.

The preferred premises should be easily accessible by public transport as well as to people with disabilities.

Seda requires occupation of the facility from 01st May 2022; prospective bidders will be required to submit two quotations for 2 years or 3 years.

3. Scope of the project/ Services specifications;

The leased facility requirements are;

- Shall be approximately 350- 450 (m²) square meters of office space; with a minimum of 2 outlets per working area
- **Preferred Floor Plan.**

Medium Branch			
Qty	Description	m ²	Total m ²
1	Offices (BM)	4x4 m ²	16 m ²
1	Offices (Practitioners)	3x4 m ²	12 m ²
9	Offices	9x9 m ²	81 m ²
1	Boardroom	40 m ²	40 m ²
1	Server Room	12 m ²	12 m ²
1	Reception	35 m ²	35 m ²
1	Print Station Area	8 m ²	8 m ²
2	Storage Room	12 m ²	24 m ²
1	Filing/ Archiving	35 m ²	35 m ²
1	Kitchen	10 m ²	10 m ²
1	Staff Pause Area	15 m ²	15 m ²
3	Ablution	20 m ²	60 m ²
	Common Areas		40 m ²
			388 m²

- **Ablution Facilities not communal**
 - Minimum 1 x Male
 - Minimum 1 x Female
 - Minimum 1 x Disabled
- **Parking**
 - Secured and undercover parking for 14 vehicles
 - Secured, undercover and lockable parking for two vehicles
 - Access to secured parking for Seda visitors/clients
 - Parking for disabled staff/visitors.
- **Electrical Systems**
 - Electrical outlets with a minimum of 2 outlets per workstation.
- **Air-conditioning**
 - Centralised/split units for all other offices and common areas.
- **Server Room**

- An air conditioner with a minimum rating of 9000 BTU
- Fire detection system
- Fire suppression system (preferable)
- **ICT Infrastructure**
 - Roof structure and access to the roof must comply with minimum health and safety requirements to technicians to install or maintain equipment
 - Landlord pre-approvals for site surveying and installation of wireless communication equipment (microwave equipment).
- **Accessibility**
 - Access to people with disabilities.
 - Convenient access to public transport
- **Location**
 - Within the JTG Central Business District (CBD) area.
- **Availability**
 - Occupation to commence 01st May 2022.

4. Facility Qualifications

The Lessor shall in his proposal address the following technical qualifications:

Specifications	Requirement(s)
Facility description	<ul style="list-style-type: none"> • The building should meet all relevant Occupational Health & Safety and Building regulatory (Air Conditioning) requirements, including facilities for the disabled (ramp at front entrance/restrooms). • Must be clean and ready for occupancy; permission to be granted to customise according to Seda specifications.
Facility occupancy timeline	The building must be ready for occupancy by the 1 st of May 2022.
Accessibility	The premises must be easily accessible and be close to public transport or along the public transport route
Disability user friendly	The premises must be able to cater for people living with disability
Parking Space	The premises must be able to provide sufficient parking space for the Seda client.

Ablution facility	1* his; 1* hers and be able to accommodate people living with disability
Pricing schedule	Provide two (2) quotations indicating 2 and 3 years lease agreement with the market-related price escalations. The required/attached pricing schedule must be completed in full. The pricing stated on the pricing schedule must be inclusive of VAT.
Operating expenses	All services offered by the Lessor must be stated. The services should include as a minimum, but not limited to, the provision of all utilities and building services, building security, building compliance to Health and Safety requirements, general maintenance, repairs of electrical installations, air conditioning, custodial and municipal services.

5.

6. Pricing Schedule**Information required in the Proposal/Quotations**

- Size and location of the proposed site.
- Cost per square meter.
- Annual escalation percentage.
- A number of secure parking bays are available.
- The general condition of the building.
- Floor plan, with clearly marked m² per office.

Company Name			
Office space:	m ²	R	
Rental for two years:		R	
Once off cost			
Admin fee			-
Rental Deposit (Refundable)			-
Total			-
Year1 - Initial cost (incl VAT)	<u>Monthly</u>	<u>Yearly</u>	
Rent			-
Parking (0 parking bays @ R0)			-
Maintenance	-		-
Total	-		-
Year 2 - % escalation (incl VAT)	<u>Monthly</u>	<u>Yearly</u>	
Rent	-		-
Parking	-		-
Maintenance	-		-
Total	-		-

Office space:	m ²	R	
Rental for three years:		R	
<u>Once off cost</u>			
Admin fee			-
Rental Deposit (Refundable)			-
Total			-
Year1 - Initial cost (incl VAT)	<u>Monthly</u>	<u>Yearly</u>	
Rent			-
Parking (0 parking bays @ R0)			-
Maintenance	-		-
Total			-
Year 2 - % escalation (incl VAT)	<u>Monthly</u>	<u>Yearly</u>	
Rent	-		-
Parking	-		-
Maintenance	-		-
Total			-
Year 3 - % escalation (incl VAT)	<u>Monthly</u>	<u>Yearly</u>	
Rent	-		-
Parking	-		-
Maintenance	-		-
Total			-

7. Format of the proposal

- The proposal must be specific, complete and should meet the minimum requirements.

8. Pre-qualification

The following pre-qualification criteria will form the basis of evaluating all quotations, and failure to comply will result in the elimination of the quotation:

- A bidder must be registered on Central Supplier Database (CSD)
- Completion of Standard Bidding Documents (SBD), SBD 4; SBD 6.1; SBD 8 & SBD 9.

3. Valid Tax Clearance/ Tax Compliance Status Pin Letter.
4. Valid Certified BBBEE Certificate Copy or EME Exemption letter or Sworn Affidavit.
5. The required size of 350-450m² is a prerequisite for the pre-qualification criteria.

9. Functionality

The following criteria/specifications, aligned to the Facilities off space guideline, will be used to evaluate all quotations, where the Bidder must score 70% for functionality to qualify for further evaluation.

Phase I Evaluation

No.	Functionality	Points Allocation
1	Area 300 - 450 M ²	25
2	Closer to public transport	20
3	Cater for people living with disability	10
4	Sufficient parking for Seda Clients	20
5	2 toilets (his & hers) and kitchen	10
6	Overnight secured parking for a pool car	10
7	Site visit	5
	Total Points	100*

*A functionality score of less than 70 points will eliminate the proposal for further evaluation

Phase II Evaluation

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations, 2017 as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

10. TERMS AND CONDITIONS

- a. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.

- b. No partial/upfront payment will be allowed for this project. Payments will only be made once the project has been completed with agreed and signed reports or site inspection have been conducted.
- c. The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- d. Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- e. No late price quotations will be accepted under any circumstances.
- f. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- g. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- h. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- i. This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

Seda wishes to thank you in advance for your price quotation.