



THE NATIONAL CREDIT REGULATOR

MAY 2025

**APPOINTMENT OF A SERVICES PROVIDER FOR PROVISION OF OFFICE ACCOMODATION FOR
THE PERIOD OF FIVE (5) YEARS AT NATIONAL CREDIT REGULATOR**

RFP NUMBER: NCR1025.03.2026

COMPULSORY BRIEFING

DATE: 11 MAY 2026 AT 10 :00PM

VENUE: ONLINE MS TEAMS

INTERESTED BIDDERS TO USE THE BELOW LINK

Microsoft Teams meeting Join:

<https://teams.microsoft.com/meet/346075364123830?p=vtBOf0Mmpnr9eqJUQb>

Meeting ID: 346 075 364 123 830

Passcode: fe9kp7hf

DUE DATE: 27 MAY 2026 AT 11H00 SHARP CAT

ADDRESS: 127-15TH ROAD RANDJES PARK

MIDRAND

(NCR OFFICES)

CONTACT PERSON: Mampereke Lebepe

Email to: MLebepe@ncr.org.za

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PART A- GENERAL TERMS OF CONDITIONS (SCM)

1. General Information for Bidders

The National Credit Regulator (NCR) was established in terms of section 12(1) of the National Credit Act, act 34 of 2005 and came into being on 1 June 2006.

The NCR will determine which bidding organisation (“bid participant”), if any, is appointed in response to this appointment of a services provider for provision office accommodation for the NCR for period of 5 years

General Terms

This tender is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the

Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2001/2022 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

Parties that wish to submit proposals are required to indicate that they are willing to accept the General Conditions and Procedures of the NCR (Annexure B and B.1 that can be downloaded from NCR website -

<https://www.ncr.org.za/index.php/procument/tenderstandard->

[biddingdocuments/generalterms-conditions](https://www.ncr.org.za/index.php/procument/tenderstandard-biddingdocuments/generalterms-conditions)). **Please read this document carefully and confirm your agreement to the terms prior to submitting your proposal.**

The Proposal Format

- **Economy of proposal preparation**

The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant’s ability to meet the requirements of the proposal request.

Clear factual responses are required. The content of the proposals shall determine the merit of each participant, not brochures or other marketing material.

To facilitate the review of proposals, participants are required to organise their

responses according to the format presented below. Should a participant wish to provide additional information, that information should be referred to and provided in a file of annexure.

3. **Validity of proposals**

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least ninety (90) days from the due date for the submission of all bids.

4. **Number of proposals**

Each bid participant must provide two (2) hard copies and one (1) memory stick of their entire proposal, including all the documentation referred to in Section 7 below, in the format specified in that section. All submitted proposals will become the property of the NCR and will not be returned. The proposal must be signed and dated in black ink by the bidder or authorized representative of the bidder and initialled on each page.

5. **Submission of proposals**

5.1. Proposals must reach the offices of the NCR before 11:00AM on 27 May 2026 and must be enclosed in a sealed envelope which must be clearly labelled/addressed on the outside.

RFQ No: NCR1025.03.2026

TERMS OF REFERENCE: APPOINTMENT OF A SERVICE PROVIDER PROVISION OF OFFICE ACCOMODATION FOR THE FOR PERIOD OF FIVE (5) YEARS AT NATIONAL CREDIT REGULATOR

c) CLOSING DATE: 27 MAY 2026 AT 11H00 AM,

5.2. Proposals are to be submitted in the marked tender box, in the reception area, National Credit Regulator, 127-15th Road, Randjiespark, Halfway House, Midrand. The tender box will only be available for the depositing of proposals between 08h00 and 16h30 on weekdays (excluding public holidays).

5.3. Please note that this RFP closes punctually at 11h00 on 27 May 2026.

No late submissions will be considered under any circumstances.

5.4. **All** the documentation referred to in Section 7 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded and not considered for evaluation.

5.5. If responses are not delivered as stipulated in this Section 5.1, such responses will be considered **“late”** and will not be considered for evaluation.

5.6. The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.

5.7. Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP.

5.8. The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them.

5.9. Only the participants that are short-listed after the evaluation process will be informed of the results of the submission adjudication process.

5.10. After the evaluation process is completed, the Evaluation Committee may, prior to making a final selection, draw up a shortlist of participants and require them to make a detailed presentation to the Adjudication Committee.

A minimum of 2 days' notice will be given to relevant participants in advance of the presentation date.

6. **Timetable**

Date & time	Activity
05/05/2026	Issue Tender document
11/05/2026	Briefing session
27/05/2026	Closing date
27/05/2026	Pre- Evaluation
30 /05/2026	Evaluations by the Evaluation Committee
01/06/2026	Adjudication Committee meeting
30/07/2026	Appointment

National Credit Regulator reserves the right to determine the structure of the process, the right to determine the number of short-listed participants, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

7. **Documentation to be submitted.**

Document that must be Submitted	Guideline		Consequence of Non-submission
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document	Compulsory (Returnable documents)
Tax status SBD 1	Yes	Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. Proof of Registration on the Central Supplier Database Vendor number	Compulsory Returnable documents
Declaration of Interest – SBD 4	Yes	Complete and sign the supplied pro forma document	Compulsory (Returnable documents)
Preference Point Claim Form – SBD 6.1	Yes	Non-submission will lead to a zero (0) score on Specific goals	Zero points awarded for specific goals
Registration on Central Supplier Database (CSD)	Yes	The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If not registered, to complete the registration of company prior to submitting the proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number starting with MAAA.Submit proof of registration.	Disqualification from process

Acceptance of the General Terms and Conditions	Yes	https://www.ncr.org.za/index.php/procurement/tender-standardbiddingdocuments/generaltermsconditions	Bidders to confirm that they read
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8. Evaluation Criteria

Proposals will be evaluated on the 90/10 preference points scoring system: that is, 90% of the points awarded will be based on price, as indicated in the table below; and 10% of the points awarded will be based on specific goals, allocated as indicated in the table below:

B-BBEE status level of contributor	Specific goals	Price
Total maximum points	10	90

The points system is outlined for the 90/10 to address the preferential procurement as followed:

8.1 SMME's which are owned by Black people.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF
Persons historically disadvantaged based on race	81%- 100% black ownership	3
	51% - 80% black ownership	2
	31% - 50% black ownership	1.5
	0 – 30% black ownership	1

8.2 SMME's which are owned by People with disability

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
Persons historically disadvantaged on the basis of disability	81 %- 100% owned by persons living with disabilities	3
	50% - 81% owned by persons living with disabilities	2.
	31% – 50% owned by persons living with disabilities	2.5
	0%-30 black ownership	1

8.2 SMME's which are owned by Women.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged based on gender – Women	81% - 100% owned by women	3
	51% - 80% owned by women	2
	31% - 50% owned by women	2.5
	0 – 30% owned by women	1

8.4 SMME's which are Youth owned business.

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
Persons historically disadvantaged based on age	50%- 100% owned by persons who are	2
	30% - 49% owned by persons who are youth	1.5
	0 – 29% owned by persons who are youth	1

Evidence for specific goals

PROOF OF EVIDENCE TO SCORE SPECIFIC GOALS POINTS			
EVIDENCE	YES	NO	ATTACH EVIDENCE (indicate a page)
Share certificate			
ID Copies stamped by the commissioner of oath			
Sworn affidavits			
BBBEE certificates			
Proof of disability			
CIPC Documents			

NB: Bidders will only score points based on the evidence submitted.

Reporting of fraud and corruption

The National Credit Regulator management is commitment to transparency, integrity, and accountability, as described in our Code of Conduct and business principles. Which led to the establishment of the Ethics Line. The Ethics Line seeks to provide an independent and comprehensive service through enhanced anonymity assurance and a wide range of communication channels. Bidders and members of the public are encouraged to use the following toll-free line to report any misconduct relating procurement activities amongst others.

SECTION 2

TERMS OF REFERENCE: APPOINTMENT OF A SERVICE PROVIDER PROVISION OF OFFICE ACCOMODATION FOR THE PERIOD OF FIVE (5) YEARS AT NATIONAL CREDIT REGULATOR

1. BACKGROUND

The National Credit Act, 2005 (Act No. 34 of 2005), establishes a National Credit Regulator (NCR).

NCR promotes a fair and non-discriminatory market place for access of consumer credit provides for the general regulation of consumer credit and improved standards of consumer information, promotes black economic empowerment and ownership within the consumer credit industry, prohibits certain unfair credit and credit-marketing practices, promotes responsible credit granting and use, and for that purpose to prohibit reckless credit granting, provides for debt re-organization in cases of over indebtedness, regulates credit information, provides for registration of credit bureau, credit providers

and debt counselling services, establishes national norms and standards relating to consumer credit, promotes a consistent enforcement framework relating to consumer credit.

2. PURPOSE

The purpose of these terms of reference is to request suitable service providers to submit a proposal to assist the NCR with office space for a period of five (5) years, with an option to renew it for a further five (5) years.

The requirements are for Grade A building, with a minimum of 1900 m² to a maximum of 2900 m² Gross Lettable Area. The proposed building must be within the Midrand and surrounding areas.

3.SCOPE OF WORK

The requirements are for Grade A building, with a minimum of 1900 m² to a maximum of 2900 m² Gross Lettable Area. The proposed building must be within the Midrand and surrounding areas.

3.1 The requirements for site accessibility:

- Accommodation in a secure multi-tenant or stand-alone building.
- Proximity of public transportation.
- The building should allow for comfortable entrance and exit to and from the building by staff, visitors and services providers
- The building must make provision for access control, which must be accessible for staff
- The building should have access for people with special needs or disabilities (e.g. a wheelchair ramp)

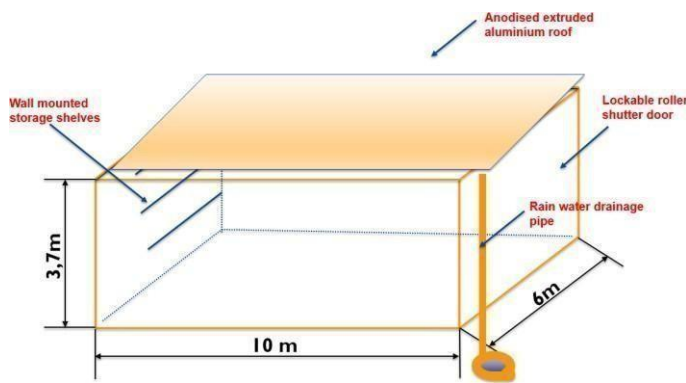
3.2 Building – General Requirement:

- The building must be an existing building (complete built structure).
- B-grade office building.
- The building offered must have a minimum of 1 900 m² to a maximum of 2 500 m² useable area.
- Exterior and shop fronts signage and branding must be allowable.
- The accommodation to be made available as “white shell” (preferred).
- Existing wheelchair access to the building.

3.3 Parking:

- The NCR will require on-site parking bays for its employees. A minimum of 70 and maximum of 126 parking bays. The building should make provision for dedicated basement / undercover, shade net and open on-site parking bays for the NCR's exclusive use. The NCR requires an enclosed parking bay for one IVECO DAILY van / vehicle.

Below please find the dimensions:



- NCR should be given right of first refusal to any additional parking that becomes available to the Landlord during the lease period.

3.4 Building services

- Make provision of ablution facilities to cater for 200 employees, including facilities for the physically disabled must be available, (The ratio of ablution facilities required is **1 toilet per 30 employees**, according to the OHS Act and related regulations.)
- The building must provide a backup water system.
- Make provision of kitchen facilities to cater for 200 employees.
- The accommodation must provide lighting as per building regulation.
- The office accommodation must be fully air-conditioned and ventilated.
- The NCR would prefer a backup generator and where is not, available space should be provided.

- The space on offer must have its own electrical distribution board, which complies with electrical standards and regulations.
- The accommodation must have existing fire detection and prevention services or make provision for these.
- The accommodation must have double tier cable trays in ceiling voids or make allowance for these
- Provision of an existing server room, preferably with the following infrastructure:
 - raised floor
 - minimum of 30 m²
 - air conditioning
 - cabling
 - patch panel
- The lease offered must be five (5) years.
- The lease offered must allow for further extension of the lease if required.
- The lease offered must provide the NCR with right to first refusal of additional space or lease renewal.
- The lease offered must indicate the tenant installation allowance together with a turnkey solution in respect of the following:
 - Generator (if needed)
 - Installation of network points, computer plugs, conduits and cables Office layout and space planning (accommodating 200 employees)
- Internal fit outs.

4. Deliverables / Outputs

- Provide adequate office space per department as per the office requirements below:

4.1 EXECUTIVE

Total number of employees: 5

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	5	1	Acting CEO
		1	COO
		1	Acting CFO
		1	Acting Company Secretary
		1	Executive Personal Assistant
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Executive Boardroom	1	N/A	N/A

4.2 Registrations Department

Total number of employees: 17

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager

Open plan	1	16	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.3 Complaints Department

Totals number of employee 18

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open plan	1	17	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.4 CALL CENTER

Total number of employees:21

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open plan	1	20	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.5 Investigations and Enforcement Department

The total number of employees: 18

Description / Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open Plan	1	17	Operational staff
Storage room with shelves	1	N/A	N/A

Utility Room (For printers, scanners, sheddens and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

<p>Server Room</p> <p>Specifications:</p> <ul style="list-style-type: none"> † Server room requires two (2) air cons of which one (1) must be up against the wall. † The floor must be elevated † All exchange points must come into the room 	1	N/A	N/A
Storage room with air conditioning unit	1 x Room next to the server room	N/A	N/A
Meeting room	1	N/A	N/A

4.6 ITC

Total number of employees: 15

Description / Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open Plan	1	14	Operational staff
<p>Server Room</p> <p>Specifications:</p> <ul style="list-style-type: none"> ‡ Server room requires two (2) air cons of which one (1) must be up against the wall. ‡ The floor must be elevated ‡ All exchange points must come into the room 	1	N/A	N/A
Storage room with air conditioning unit	1 x Room next to the server room	N/A	N/A
Meeting room	1	N/A	N/A

4.7 HR Department

Total number of employees:8

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of offices closed	1	1	Manager
Open Plan	1	7	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shedders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.8 SECURITY and Facilities

Total number of employees: 5

Description/ Requirements	Quantity	Number of occupants per office	Role
Open office	1	5	Operational staff
Storage room with shelves	1	N/A	N/A

Utility Room (For printers, scanners, sheddens and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.9 Education and Communication Department

Total number of employees 11

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open office	1	10	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, sheddens and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.10 Finance Department

Total number of employees: 9

Description/ Requirements	Quantity	Number of occupants per office	Role
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Number of closed offices	1	1	Manager
Open office	1	8	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.11 PROCUREMENT

Total number of employees: 5

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open office	1	4	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.12 Risk and Audit

Total number of employees: 5

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open office	1	4	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.13 CP COMPLIANCE

Total number of employees: 19

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open office	1	18	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A

Meeting room	1	N/A	N/A
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4.14 CB COMPLIANCE

Total number of employees: 8

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open office	1	7	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.15 Statistics and Research

Total number of employees: 6

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open office	1	5	Operational staff

Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.16 Debts Counselling

Total number of employees: 19

Description/ Requirements	Quantity	Number of occupants per office	Role
Number of closed offices	1	1	Manager
Open office	1	18	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

4.17 Legal Department

Total number of employees: 3

Description/ Requirements	Quantity	Number of occupants per office	Role
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Open office	1	3	Operational staff
Storage room with shelves	1	N/A	N/A
Utility Room (For printers, scanners, shredders and stationery.)	1	N/A	N/A
Meeting room	1	N/A	N/A

5. Requirements

- Make provision for two (2) storage rooms for cleaning material and maintenance tools and equipment with shelves.
- Provide a change room for the cleaning and facilities team.
- Provide a pause area accommodating 64 employees. Provide two boardrooms (one boardroom accommodating 30 persons and one boardroom accommodating 15 persons).
- Make provision for a first aid room accommodating four (4) sick beds.
- Make provision for a reception area.
- Provision of at least four visitor cubicles opposite the reception area.
- All users must have access to normal (white plug) and dedicated (red plug) power, including the visitor cubicles, utility rooms and boardrooms.
- All office spaces must have adequate ventilation and natural light.
- All bathroom equipment must be in a working condition.
- If the building is fitted with a lift, it must be in a working condition. (A service history book and COC must be provided.)

6 Scope of the Required Service

- Perform a needs assessment for office space and office redesigns.
- The Landlord needs to ensure that the office designs are in line with Safety and Health Regulations and Building Regulations.
- Design and update the office refurbishment sketch / plans / drawings.
- Ensure that plans are in line with ergonomics, Safety and Health Regulations and Building Regulations.
- Submit a report that would include the proposed office refurbishment diagrams / plans and space planning / office layout for approval by the NCR.
- The Landlord will be required to perform office redesigns and space planning duties as per norms and Standards prescribed by Legislation governing the industry.
- Submit an implementation plan that would identify activities associated with the implementation of the assignment.
- The NCR must approve the proposed office refurbishment sketch / plans / drawings before commencement of the project.

REQUIREMENTS	AVAILABLE	NOT AVAILABLE	Provision can be made within 3 months after award
<p>6.1The bidder must submit with the bid: Full set of clear black and white floor plan at a readable scale</p>			
COMMENTS			

REQUIREMENTS	AVAILABLE	NOT AVAILABLE
6.2 The Bidder confirms that the office space will be available for occupancy within three (3) months of the award.		
COMMENTS		

REQUIREMENTS	Comply	Not Comply
6.3 The building is a B grade building as defined by the South African Property Owners Association (SAPOA) standards		
Comments		

REQUIREMENTS	Comply	Not Comply

<p>6.4 Indicate under “Substantiate / Comments” below whether the bidder is the owner / landlord or an agent / broker. Where the bidder is an agent or broker, the bidder must provide proof of mandate if acting on behalf of the owner / landlord. Please provide for each building offered. The NCR does not pay commission on agent fees. The NCR would sign the contract directly with the Landlord.</p> <p>OFFER TO PURCHASE WILL NOT BE ACCEPTED.</p>		
<p>Comments</p>		

<p>REQUIREMENTS</p>	<p>Comply</p>	<p>Not Comply</p>
<p>6.5 Where the bidder is an agent or broker, the bidder must confirm that it has a valid current registration with the Property Practitioners Regulatory Authority (PPRA)</p>		
<p>Comments</p>		

<p>REQUIREMENTS</p>	<p>Comply</p>	<p>Not Comply</p>
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	<p>6.6 An electrical compliance certificate (COC) for the building must be handed to the NCR before occupation.</p> <p>An occupancy certificate for the building must be handed to the NCR before occupation as required by the National Building Regulations and Building Standards Act (1977).</p> <p>Failure to submit certified copies will result in immediate disqualification.</p>		
	<p>Comments</p>		

	<p>REQUIREMENTS</p>	<p>Comply</p>	<p>Not Comply</p>
	<p>6.7 The building should have access for people with special needs / disability or make provision for such (e.g. wheelchair ramp).</p>		
	<p>Substantiate / Comments</p>		

	<p>Mandatory</p>	<p>Comply</p>	<p>Not Comply</p>
	<p>6.8 The bidder must confirm that the building on offer has a minimum of 1 900 m² to a maximum of 2 500 m² useable area.</p>		

Comments		
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REQUIREMENTS	Comply	Not Comply
6.9 The bidder confirms that exterior and shop fronts signage and branding will be allowable.		
Comments		

REQUIREMENTS	Comply	Not Comply
6.10 The bidder confirms either that the <ul style="list-style-type: none"> <input type="checkbox"/> building has an existing generator <input type="checkbox"/> building provides space for a generator. 		
Comments		

REQUIREMENTS	Comply	Not Comply
<p>6.11The bidder confirms that the building has ablution facilities to cater for 200 employees, including facilities for the physically disabled or make provision for such. (The ratio of ablution facilities required is 1 toilet per 30 employees, according to the OHS Act and related regulations.)</p>		
<p>Comments</p>		

REQUIREMENTS	Comply	Not Comply
<p>6.12The bidder confirms that the building has kitchen facilities to cater for approximately 200 employees</p>		
<p>Comments</p>		

REQUIREMENTS	Comply	Not Comply

6.13 The bidder confirms that the Landlord has building insurance. Proof must be submitted.		
Comments		

7. FUNCTIONALITY CRITERIA

With reference to the technical / functionality requirements, the following criteria shall be applicable and the maximum points of each criterion in the table below. Minimum threshold of **70 points** should be obtained to qualify for the second phase. The functionality criteria will be evaluated based on the following:

Values: None submission = Zero 1= poor, 2= did not met requirements, 3= partially met the requirements, 4= meet the requirements, 5= exceed the requirements

ELEMENT	WEIGHT
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7.1 Financial capability of the service provider and good tax standing

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Financial Stability:

- Provide the 3 years signed Audited Financial Statements.
- Provide a letter from the Financial Institution from an accountant proving financial stability
- A letter of good tax standing from SARS.

Point allocation:

- The bidder did not submit any of the above requirements. **(0)**
- The bidder submitted one of the above requirements **(1)**
- The bidder submitted any two of the above requirements **(2)**
- The bidder submitted all the above requirements and financial statements for less than 3 years **(3)**
- The bidder submitted proof of all three requirements. **(4)**
- The bidder submitted proof of all three requirements and Audited/ independently reviewed Financial Statements for the past three years signed by Accountant/auditor **(5)**

7.2 Project Plan

The bidder must provide a project plan ensuring occupation within 3 months from the date of appointment.

Point allocation:

- The bidder did not submit a project plan. **(0)**
- The submitted project plan indicates ensuring occupation 6 months from date of appointment. **(1)**
- The submitted project plan indicates ensuring occupation 5 months from date of appointment. **(2)**
- The submitted project plan indicates ensuring occupation 4 months from date of appointment **(3)**
- The submitted project plan indicates ensuring occupation 3 months from date of appointment. **(4)**
- The submitted project plan indicates ensuring occupation of less than 3 months from date o appointment. **(5)**

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<p>7.3 Reference letters</p> <p>Capacity of the Company (Fulfilling Lease Obligations): Does the company have the capacity to fulfil the obligations in terms of the bid and has provided leasing of a building for a period of at least 5 years.</p> <p>The bidder must provide a minimum of four (4) reference letters indicating the following information:</p> <ul style="list-style-type: none"> • Company details • Contact person • Contact numbers • Email address • Clearly state the contract period • Indicate years of experience offering the services (lease of office building/s) <p>Point allocation:</p> <ul style="list-style-type: none"> • The bidder did not submit reference letters. (0) • The bidder submitted one reference letter. (1) • The bidder submitted two reference letters. (2) • The bidder submitted three reference letters. (3) • The bidder submitted four reference letters. (4) • The bidder submitted more than four reference letters. (5) <p>NB: if the reference letters do not indicate information as required, they will be regarded as nonresponsive and will score zero</p>	<p>30</p>

<p>7.4 General building requirement</p> <p>Backup water</p> <p>The NCR seeks to lease a building with an adequate backup water system to supply water to the entire NCR-leased building in cases of water supply disruptions. The backup water system must be maintained by the landlord.</p> <p>Point allocation:</p> <ul style="list-style-type: none"> • The building does not provide a backup water system. (0) • The building provides a backup water system. (5) 	<p>25</p>
<p>TOTAL</p>	<p>100</p>

Bid participants are required to score a minimum of 70% on functionality to qualify to be evaluated in the next phase (Phase 2: Site visits). Bid participants that do not score the minimum of 70% on functionality will be disqualified and not be evaluated in the next phase (Phase 2: Site visits).

8. Phase 2: Site Visits

The purpose of the site visit is to verify the submitted information and evaluate in line with criteria outlined below.

SITE VISIT EVALUATION CRITERIA

With reference to the site visit requirements, the following criteria shall be applicable and the maximum points of each criterion in the table below:

SITE EVALUATION CRITERIA		Rating					Weight	Total
		1	2	3	4	5		
8..	GENERAL							
8.1	Access from All Major Access Routes						7	

8.2	Easily accessible by taxi or public transport							5	
8.3	Vehicle Access							5	
8.4	Safe and Secure Business Environment							10	
8.5	Adequate Parking on Site							10	
8.6	Attractive Landscaping and Plants							5	

8.7	Corporate Exposure and Visibility							8	
9.	BUILDING								

9.1	General Building Finishes (External and Internal)							13	
10.	BUILDING INFRASTRUCTURE								
10.1	Functional Design and Layout							12	
10.2	Internal Access							6	
10.3	Good balance between light and Environmental Control							9	
11.	ICT INFRASTRUCTURE AND RELATED AREAS								

11.1	Availability of Server Room. The server room must be at a minimum of 30 m ² .							6	
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12.	SECURITY								
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12.1	Access Control, CCTV Security Systems and electric fence							4	
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TOTAL								100%	
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Bid participants are required to score a minimum of 70% on both technical and site visit evaluation to qualify to be evaluated in the next phase (Phase 3: Price and specific goals). Bid participants that do not score the minimum of 70% will be disqualified and not be evaluated in the next phase (Price and specific goals).

ANNEXURE A: PRICING SCHEDULE

Monthly Rental

1			R	R	R
2			R	R	R
3			R	R	R

Year	From	To	Basic Rental	VAT@15%	Total Inclusive of VAT
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4			R	R	R
5			R	R	R
6			R	R	R
7			R	R	R
8			R	R	R
9			R	R	R
10			R	R	R

Total Contract pricing for a period of 5 years inclusive of 15 % Vat	R
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Any other costs or finances must be provided by the Bidder

13. RESPONDENTS INFORMATION

Company name	
Are you the owner of property (Y/N)?	
If not the owner, are you the exclusive leasing agent of the property (Y/N)	
Is there any other interest in the property and what are the progress of such process?	
Address	
Contact person	
Telephone number	
Cell phone number	
Email Address	

Fax	
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