

**TERMS OF REFERENCE FOR THE  
APPOINTMENT OF A SERVICE  
PROVIDER FOR THE PROVISION OF  
OFFICE SPACE TO THE MINING  
QUALIFICATIONS AUTHORITY (MQA)  
REGIONAL OFFICE IN WITBANK FOR  
A PERIOD OF THREE YEARS (36  
MONTHS)**

## 1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity regarded as a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

In support of the MQA's Vision, the Facilities and Office Management Unit seeks to provide and maintain a working environment that is safe and without risk to the health of employees in line with Section 8 of the Occupational Health and Safety Act 85 of 1993. Amongst others, the Facilities and office management unit, on behalf of the Accounting Officer, has a duty to put such measures in place to identify and minimize potential risks that could emanate into business disruptions.

## 2. BACKGROUND AND PURPOSE

The MQA seeks to lease fully serviced office space of 150 square meters for a period of Three (3) years in Mpumalanga Province: Highveld Witbank

The offered office building must be ready for occupation within two (2) months after signing the Lease Agreement and should be completely serviced and suitable for seven officials. The service provider should be able to offer the MQA an unparalleled choice of design, fit out, location and building, enabling the MQA to choose the right workspace to meet their exclusive needs.

## 3. SPECIFICATIONS FOR THE OFFICE

| Number | Specification Description                                                                                              | Quantity                                                                                                              |
|--------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 1.     | A fully serviced and customisable 150 square meters office space to accommodate 7 staff members and a small boardroom. | 1 office<br>1 boardroom<br>Open plan for 7 staff members.                                                             |
| 2.     | Ten (10) dedicated parking bays for staff and visitors of which one (1) should be designated disability parking space. | 7 parking bays for staff members.<br>2 parking bays for visitors.<br>1 parking bay for person living with disability. |
| 3.     | Kitchen and pause area with built-in cupboards and sink (shared kitchen                                                | 1                                                                                                                     |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|     | should be enough to accommodate 7 staff members).                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |
| 4.  | The building must be fully accessible and compliant with disability-friendly standards, including but not limited to, wheelchair access, accessible restrooms, and elevators designed for individuals with disabilities.                                                                                                                                                                                                                                                                                                        | 1                                                                                                                           |
| 5.  | Well-maintained restrooms, female and males including ablutions for the disabled.                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2 Male and 2 Female ablution<br>Minimum 1 disability ablution as per NBR (National Building Regulation) ablution facilities |
| 6.  | All office space should have a daylight factor of at least 10%.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | x 1                                                                                                                         |
| 7.  | The office space should have air conditioning, back-up water and electricity.                                                                                                                                                                                                                                                                                                                                                                                                                                                   | x 1                                                                                                                         |
| 8.  | 24/7 access to the office space.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | x 1                                                                                                                         |
| 9.  | Business grade fibre connected Wifi and microwave internet connection.                                                                                                                                                                                                                                                                                                                                                                                                                                                          | x 1                                                                                                                         |
| 10. | 24/7 Security and access control. Bid proposal should clearly outline the provision of security of the building: Access control into the building Armed Response Alarm System and CCTV.                                                                                                                                                                                                                                                                                                                                         | x 1                                                                                                                         |
| 11. | IT cabinet room with air conditioning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | x 1                                                                                                                         |
| 12. | Power supply to be connected and distributed through the building.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X1                                                                                                                          |
| 13. | Strongroom and or basement storeroom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | X1                                                                                                                          |
| 14. | <p>The building must comply with the required standards, OHS (Occupational Health and Safety) that must be maintained through corrective and preventative maintenance by the landlord. Bidders will be required to submit maintenance records post the evaluation process and before awarding of the contract.</p> <p>Health and Safety equipment</p> <ul style="list-style-type: none"> <li>• Fire sprinkler system.</li> <li>• Smoke detector system.</li> <li>• Fire escape doors.</li> <li>• fire extinguishers.</li> </ul> |                                                                                                                             |

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|--|-----------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• fire hoses.</li> </ul> |
|--|-----------------------------------------------------------------|

**4. Bid proposal should clearly outline the following:**

- Physical address
- Stand number.
- Details of all partners to the offer
- Detailed rental option.
- Tenant installation allowance
- Building layout drawings/ plans

**5. TIME SCHEDULE**

The successful service provider will be expected to provide office space for rental for a period of three (3) years.

**6. PROJECT MANAGEMENT**

The service provider appointed shall be given instructions by or shall report to the appointed project manager.

**7. PROJECT PROPOSAL**

The successful bidder will be required to submit the following:

- A short profile of the bidder.
- All the documents required as per the evaluation criteria.
- Details of the cost/fee breakdown for the services to be rendered.

## 8. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in four (4) phases. The first phase will be compliance requirements, the second phase will be mandatory requirements, the third phase will be functionality and site inspection, and the fourth phase will be price and specific goals in accordance with the PPPFA. A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

### 9.1 PHASE ONE (1): COMPLIANCE REQUIREMENTS

#### 9.1.1 RETURNABLE DOCUMENTS TO BE SUBMITTED

- i. Proof of registration on Central Supplier Database System (CSD).
- ii. Tax Clearance Certificate Requirements) or Tax PIN.
- iii. Original or certified copy of B-BBEE Certificate or Sworn Affidavit of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes).
- iv. SBD 4: Bidder's disclosure Form fully completed and appropriately signed.
- v. SBD 6.1: Preference Points Claim Form fully completed and appropriately signed.

### 9.2 PHASE TWO (2): MANDATORY REQUIREMENTS

| Pre-Qualification Requirements                                                                                          | Check list<br>Tick each box✓ |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Provide valid fire clearance certificates                                                                               |                              |
| Provision of standby power. Provide a certificate of compliance for backup power ie: generator, Inverter, UPS or solar. |                              |
| Provide an up-to-date statement of municipal rates and taxes for the past three months.                                 |                              |
| Valid Certificate of compliance (COC) for electrical, plumbing work and mechanical work.                                |                              |
| Valid Certificate of occupancy                                                                                          |                              |
| Copy of title deed/ proof of ownership                                                                                  |                              |
| CAD drawings municipal building plans, floor plan of the lettable space, and the layout plan for ten (10) parking bays  |                              |
| Building insurance/letter of intent                                                                                     |                              |

**NB The MQA will verify the mandatory requirements and should the body/vendor not confirm the bidder's certificates or letters. The MQA shall consider such bid to have not met the mandatory requirements and will be disqualified from the bid and will not be evaluated further.**

### 9.3.1 PHASE THREE (3) – FUNCTIONALITY

Bids will be evaluated individually on score sheets by a representative evaluation panel according to the evaluation criteria indicated below. These functionality criteria will be broken down into a rating of no submission, poor, fair, satisfactory, very good and excellent.

The proposals will be evaluated on a five-point scale as follows:

**0 = Required documents not submitted.**

**1 = Poor, does not meet criteria.**

**2 = Fair, less than acceptable. Not sufficient for the performance requirements.**

**3 = Satisfactory, adequate for the performance requirements.**

**4 = Very Good, above the average compliance to the requirement.**

**5 = Excellent, exceptional mastery of the requirement**

| KPA                                                                                | ELEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                               | WEIGHT | SCORING MATRIX                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Company experience in the provision/ leasing of corporate office accommodation. | <p>Provide a minimum of 3 references letters.</p> <p><u>For the letter to be compliant it must meet the following requirements:</u></p> <ul style="list-style-type: none"><li>• Be on client letterhead, signed by relevant officials with contactable (email/phone numbers), dated, work done on provision/ leasing of corporate office accommodation and executed in the last five (5) years prior to closing date of the request of this</li></ul> | 30     | <p>0 = No submission or submitted irrelevant letters.</p> <p>1 = 1 Compliant reference letter provided.</p> <p>2 = 2 Compliant reference letters provided.</p> <p>3 = 3 Compliant reference letters provided.</p> <p>4 = 4 Compliant reference letters provided</p> <p>5 = 5 or more Compliant reference letters provided.</p> |

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|                          | <p>proposal.</p> <ul style="list-style-type: none"> <li>The letter must include confirmation that the work was successfully carried out or client is happy to recommend the service provider.</li> </ul> <p><b>NB: The MQA reserves the right to contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter, the MQA shall consider such provided letter to not be compliant.</b></p> |    |                                                                                                                                                                                                                                                                                                                                                                        |
| 2. Building Availability | <p>The offered office building must be ready for occupation within two (2) months after signing the Lease Agreement.</p>                                                                                                                                                                                                                                                                                                                                                                            | 10 | <p>0= Office is ready for occupation after 5 months from signing the lease agreement.</p> <p>1 = Office is ready for occupation after 4 months from signing the lease agreement</p> <p>2 = Office is ready for occupation after 3 months from signing the lease agreement</p> <p>3= Office is ready for occupation after 2 months from signing the lease agreement</p> |

|                          |                                                                                                                                                                   |    |                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                                                                                                                                                                   |    | <p>4 = Office is ready for occupation within 1 month from signing the lease agreement</p> <p>5 = office is ready for occupation Immediately after signing the lease agreement</p>                                                                                                                                                              |
| 3. Beneficial occupation | A provision included in the proposal that allows the tenant to occupy and use the premises without paying for rent for a specified period. <b>(Rent holiday).</b> | 10 | <p>0= No provision is made for rent holiday.</p> <p>1= Provision is made for a month rent holiday.</p> <p>2=Provision is made for 2 months' rent holiday.</p> <p>3 = Provision is made for 3 months' rent holiday.</p> <p>4= Provision is made for 4 months' rent holiday.</p> <p>5= Provision is made for 5 or more months' rent holiday.</p> |
| Total                    |                                                                                                                                                                   | 50 |                                                                                                                                                                                                                                                                                                                                                |

The minimum threshold for this phase is 30, All service providers who will score less than 30 out of 50 points for functionality will not be considered further and will be regarded as having submitted a non-responsive proposal.

### 8.3.2 PHASE THREE (3) - SITE INSPECTION

| KPA                                    | ELEMENT                                                                                                                | WEIGHT | SCORING MATRIX                                                                                                                        |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1. Site inspection of the office space | <p>The office space must meet the following criteria.</p> <p>NB: The following will be looked at during the visit.</p> | 50     | <p>0= No site visit conducted</p> <p>1 = Site visit conducted but the bidder meets less than three (3) of the listed requirements</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|  | <ol style="list-style-type: none"> <li>1. <b>Location:</b> the office should be in an office park.</li> <li>2. <b>Office space:</b> The office space should be a minimum of 150 square meters with 10 parking bays.</li> <li>3. <b>Accessibility and compliance:</b> The building should be fully accessible, with comprehensive compliance with all disability-friendly standards, including elevators, ramps, etc. or</li> <li>4. <b>24/7 security and access control:</b> Security and access control should be comprehensive, with 24/7 coverage, and armed response.</li> <li>5. <b>Compliance with OHS standards, including firefighting equipment:</b> The building is fully compliant with OHS standards, including well-maintained and regularly serviced firefighting equipment.</li> <li>6. <b>Amenities:</b> The office building should have a kitchen and pause area (with built-in cupboards and sink) meeting the needs of at least 7</li> </ol> | <p>2 = Site visit conducted but the bidder meets three (3) but less than seven (7) of the listed requirements.</p> <p>3= Site visit conducted, and the bidder meets all the seven (7) requirements as listed in the element's column,</p> <p>4 = Site visit conducted, and the bidder meets all the seven (7) requirements as listed in the element's column, and the office has natural lighting and airflow.</p> <p>5 = Site visit conducted, and the bidder meets all the seven (7) requirements as listed in the element's column; the office has natural lighting and airflow; the building is within close proximity to public transport options.</p> |
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|       |                                                                                                                                                                                                                                                                                                                     |    |  |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|
|       | <p>people; well-maintained restrooms, including ablutions for the disabled. These amenities can either be shared with other tenants within the building or dedicated exclusively to the leased premise.</p> <p>7. <b>IT infrastructure:</b> The office space should have business grade fibre ready connection.</p> |    |  |
| Total |                                                                                                                                                                                                                                                                                                                     | 50 |  |

The minimum threshold for this phase is 30, All service providers who will score less than 30 out of 50 points for site inspection will not be considered further and will be regarded as having submitted a non-responsive proposal.

The overall total for phase 3: Functionality and Site inspection is 100 points.

- a) A Bidder that scores less than 30 points out of 50 points (phase 3 - functionality) evaluation will be regarded as submitting a non-responsive proposal and will be disqualified.
- b) A Bidder that scores less than 30 points out of 50 points (phase 3 – Site inspection) will be regarded as submitting a non-responsive proposal and will be disqualified.

Bidders need to score a minimum of 60 out of 100 points on overall points of phases 3 to qualify for phase 4 evaluation.



#### 9.4 PHASE FOUR (4): PRICE AND SPECIFIC GOALS

During the fourth phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

| Criteria       | Points |
|----------------|--------|
| Price          | 80     |
| Specific goals | 20     |

##### 9.4.1 Specific goals Points will be awarded to a bidder in accordance with the table below:

| PREFERENCE GOAL                                            | 80/20 | Documents for verification         |
|------------------------------------------------------------|-------|------------------------------------|
| GOAL 1 – B-BBEE Status Level of Contributor Maximum Points | 20    | B-BBEE Certificate/Sworn Affidavit |
| 1                                                          | 15    | B-BBEE Certificate/Sworn Affidavit |
| 2                                                          | 14    | B-BBEE Certificate/Sworn Affidavit |
| 3                                                          | 10    | B-BBEE Certificate/Sworn Affidavit |
| 4                                                          | 8     | B-BBEE Certificate/Sworn Affidavit |
| 5                                                          | 6     | B-BBEE Certificate/Sworn Affidavit |
| 6                                                          | 5     | B-BBEE Certificate/Sworn Affidavit |
| 7                                                          | 4     | B-BBEE Certificate/Sworn Affidavit |
| 8                                                          | 2     | B-BBEE Certificate/Sworn Affidavit |
| Non-compliant contributor                                  | 0     |                                    |

|                                                                           |   |                            |
|---------------------------------------------------------------------------|---|----------------------------|
| GOAL 2 – Promotion of Black Woman/Youth/Disable/Rural Area Maximum Points | 5 | Documents for verification |
|---------------------------------------------------------------------------|---|----------------------------|

|                                                                                |   |                                    |
|--------------------------------------------------------------------------------|---|------------------------------------|
| Business owned by equal to or more than 50% black people who are woman         | 2 | B-BBEE Certificate/Sworn Affidavit |
| Business owned by equal to or more than 50% black people who are youth         | 1 | B-BBEE Certificate/Sworn Affidavit |
| Business owned by equal to or more than 50% black people with disability       | 1 | B-BBEE Certificate/Sworn Affidavit |
| Business owned by equal to or more than 50% black people living in rural areas | 1 | B-BBEE Certificate/Sworn Affidavit |

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or Sworn Affidavit, together with their bids, to substantiate their specific goals claims.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The Mining Qualifications Authority (MQA) is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Mining Qualifications Authority (MQA) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of ability to do skills transfer and representativeness. This does not preclude the formation of consortia or the inclusion of proposals on how this project can be used to further the aims of transformation.

#### 9.4.2 PRICING SCHEDULE

Proposed fee structure (inclusive of VAT) based on the following: (Lease/Rental Costs (including disbursements and annual escalations)

| Description/Services                                         | Year 1 | Year 2 | Year 3 |
|--------------------------------------------------------------|--------|--------|--------|
| Once-off deposit fee                                         |        |        |        |
| Monthly rental (150 square meters including 10 parking bays) |        |        |        |
| Annual escalation rate (___%)                                |        |        |        |
| Operating cost per month                                     |        |        |        |
| Partitioning                                                 |        |        |        |
| Renovations                                                  |        |        |        |
| Office Layout                                                |        |        |        |
| Maintenance                                                  |        |        |        |
| <b>Specify Other Cost</b>                                    |        |        |        |
|                                                              |        |        |        |
|                                                              |        |        |        |
| Total Cost (VAT inclusive)                                   |        |        |        |
| <b>Grand Total Cost</b>                                      |        |        |        |

QUOTATIONS TO BE SUBMITTED TO : [MercyM@mqa.org.za](mailto:MercyM@mqa.org.za)

