

<b>RFQ Number</b>	TTB2023,24
<b>Issue Date</b>	3 November 2023
<b>Closing Date</b>	24 November 2023 at 16:30pm
<b>Submission Instruction on or before the closing date and time</b>	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p><b>Address:</b></p> <p>Seda Provincial Office First floor, Suite 102 Brander Trust Building 16 Brander Street Nelspruit</p> <p><b>Telephone:</b> 013 755 8730</p> <p><b>Email address:</b> <a href="mailto:tchisaphungo@seda.org.za">tchisaphungo@seda.org.za</a></p> <p><b>Contact person:</b> Tshimangadzo Chisaphungo/Douglas Mbuyane</p>

**TERMS OF REFERENCE****1. Purpose**

To source proposals for approximately 250 to 350 rentable square meters of office space in Bushbuckridge area.

**2. Background**

Seda Mpumalanga is requesting proposals for approximately 250 to 350 rentable square meters of office space in Bushbuckridge area to serve as the agency's branch for delivering business development services to small enterprises.

Seda was established in December 2004 as an agency under the Department of Trade and Industry, (the dti). The establishment was done by merging the following entities; Ntsika Enterprise Promotion Agency, National Manufacturing Advisory Centre (NAMAC), Community Public Private Partnership Programme (CPPP), GODISA Trust, National Technology Transfer Centre (NTTC), the small enterprise support function of the South African Quality Institute (SAQI) and the technology related activities of the Technology for Women in Business (TWIB). We are now an agency of the Ministry of Small Business Development.

The task of Seda is to support the growth of small enterprises in South Africa, help create a better regulatory environment for small enterprises and to encourage a culture of entrepreneurship. This includes the support and promotion of co-operative enterprises, particularly those located in rural areas. Seda provides business related information, advice, consultancy, training, and mentoring services in all areas of enterprise development. These services aim at providing solutions related to various business functions from production to human resources, finance, marketing and export development.

**3. General Requirements**

- Seda is requesting proposals for approximately 250 to 350 rentable square meters of office space in Bushbuckridge area.
- The preferred location shall be in the Central Business District (CBD) and have access to public transportation, if possible.
- The office space must conform to normal government office space requirements, including accessibility by people with disabilities.

- Seda requests to occupy the facility at the beginning of May 01, 2024, with a preferred lease agreement of a two (2) year period.

#### 4. Specification

The leased facility requirements include:

- Reception area
- Individual offices to accommodate seven (07) people.
- One board/meeting room
- Area to accommodate multi-function machine.
- Delivery/ storage room
- Filing room
- Kitchen area
- Network server room
- Toilet facilities for males, females and people with disabilities
- Local Area Network cabling for personal computers and to support a multi-user telephone system and multi-function machine
- Electrical systems with adequate outlets to support individual office workstations and multi-function machine
- Heating, air conditioning and ventilation systems
- Parking to accommodate at least eight (08) vehicles for Seda staff and pool cars
- Access to parking for Seda visitors
- Facility accessible by people with disabilities

#### 5. Facility Qualifications

- The Lessor, in its proposal shall at a minimum address the following technical qualifications:

Parameters	Requirement(s)
Facility description	Describe whether this is an owned building ready for occupancy or building requiring to be remodelled to occupant specifications. Preferably, the Lessor shall be required to make the interior changes to meet the Seda specifications.
Facility occupancy timeline	Provide details on the timeline for occupancy. The 01 <sup>st</sup> of May 2024 is the targeted occupancy date. Occupancy must be no later than the afore-mentioned date. Confirm that the building will be compliant with all agreed upon requirements by the

	date specified.
Facility location	Describe the exact location address
Facility square meters	Provide a layout showing the approximated square meters.
Rental rate	The quoted rental must indicate cost per square meter.
Operating expenses	Describe all services offered (preferably Lessor shall be responsible for providing all utilities and building services including maintenance, repairs of electrical installations, air conditioners and other mechanical, landscaping, pest control, custodial services and trash removal)
General layout	Describe the square meters and layout available to accommodate a work environment for at least eight (08) people, which shall include all requirements as listed under specification.

## 6. Format of the Proposal

- Your proposal should be concise, specific and complete and should demonstrate a thorough understanding of the minimum requirements.
- Your proposal must be signed by an official authorized to bind your company contractually and must be accompanied by a statement to the effect that your offer is valid for a period of not less than 60 calendar days after the closing date for receipt of offers.

## 7. Proposal Submission

- The deadline for the submission of the proposal, either electronically or in hard copy, to Seda is as follows:

**Date:** 24 November 2023 @ 16H30

**Address:** Seda Provincial Office

First floor, Suite 102

Brander Trust Building

16 Brander Street

Nelspruit

**Telephone:** 013 755 8730

**Email address:** [tchisaphungo@seda.org.za](mailto:tchisaphungo@seda.org.za)

**Contact person:** Tshimangadzo Chisaphungo/Douglas Mbuyane

## 8. Evaluation of the Proposal

In order to facilitate fair comparison between all the Lessors, all proposals will be converted to a common basis on the comparative list.

### 8.1 Phase 1: SCM Document Assessment Criteria

The following assessment criteria will form the basis of the evaluation all price proposals and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

### 8.2 Phase 2: Functionality Criteria

The following criteria will be used for evaluating all price quotations that met the assessment criteria on functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	Location of the proposed facility	20
2.	Technical qualifications	40
3.	Facility requirements	40
<b>Total Points</b> <b>(A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)</b>		100

### 8.3 Phase 3: Preference Points System

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 follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20

Total Points	100
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Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)																		
Micro Enterprise	8																			
Small Enterprise	6																			
Medium Enterprise	3																			
Large Enterprise	1																			
BBBEE Level Ownership	6																			
<table border="1" data-bbox="163 961 1002 1080"> <thead> <tr> <th>L1</th><th>L2</th><th>L3</th><th>L4</th><th>L5</th><th>L6</th><th>L7</th><th>L8</th><th>L0</th></tr> </thead> <tbody> <tr> <td>6</td><td>5.25</td><td>4.50</td><td>3.75</td><td>3</td><td>2.25</td><td>1.5</td><td>0.75</td><td>0</td></tr> </tbody> </table>	L1	L2	L3	L4	L5	L6	L7	L8	L0	6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
L1	L2	L3	L4	L5	L6	L7	L8	L0												
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0												
Targeted Group: Youth	2																			
Target Group: Non-Youth	1																			
Spatial: Rural and Townships	4																			
Spatial: City	1																			

## TERMS AND CONDITIONS

1. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
2. 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).
3. 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).
4. No late price quotations will be accepted under any circumstances.

5. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
6. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
7. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
8. 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.**