

Finance and Procurement Department

Supply Chain Management

Request for Bids (RFB)

PROCUREMENT OF OFFICE SPACE (ACCOMMODATION) FOR sefa WESTERN CAPE (WC) REGIONAL OFFICE FOR THE PERIOD OF ONE (01) YEAR AND FOUR MONTHS, WITH AN OPTION TO RENEW FOR ANOTHER YEAR.

Bid Information

Bid Number	sefa:78/FAC/2023
Bid Submission Date	28 July 2023 @ 11:00 am
Bid Duration	PROCUREMENT OF OFFICE SPACE (ACCOMMODATION) FOR sefa WESTERN CAPE (WC) REGIONAL OFFICE FOR THE PERIOD OF ONE (01) YEAR AND FOUR MONTHS, WITH AN OPTION TO RENEW FOR ANOTHER YEAR.
Bid Validity Period from Date of Publication	120 days
Non-Compulsory Briefing Session	N/A
Address for Site Inspection Session & Bid Submission	sefa Head Office Byls Bridge Building 14, Block D, 11 BylsBridge Boulevard, Cnr Jean Avenue and Olievenhoutbosch Road Centurion, 0157
Bid Contact Person	Sebotse Mokgabudi on (012) 748-9725 sebotsem@sefa.org.za / procurement@sefa.org.za
Evaluation Method: Points System	80/20
Deadline for Responding to Clarifications for this bid	21 July 2023
Fraud Hotline <i>to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any sefa employee or person involved in this bidding process</i>	0800 000 663 (For anonymous reporting)

SPECIAL CONDITIONS AND REQUIREMENT OF CONTRACT

PROCUREMENT OF OFFICE SPACE (ACCOMMODATION) FOR sefa WESTERN CAPE (WC) REGIONAL OFFICE FOR THE PERIOD OF ONE (01) YEAR AND FOUR MONTHS, WITH AN OPTION TO RENEW FOR ANOTHER YEAR.

1. INTRODUCTION AND BACKGROUND

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 1.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.

2. BID SUBMISSION REQUIREMENTS

- 2.1. Bids must be submitted in a **sealed envelope and marked** as follows:

ATTENTION: sefa SUPPLY CHAIN MANAGEMENT

Description of the Bid

Bid Number

Name of the Bidder

2.2. GENERAL BID REQUIREMENTS

- a. Bid documents **must** be initialled on every page.
- b. Number of sealed envelopes/files must compose of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a CD or flash drive.
- c. Submissions of the Bid responses **MUST** be made by depositing the Bid proposal into the Tender Box situated at **sefa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Bid document under Bid Information.
- d. The bidder will bear all expenses associated with the preparation and submission of this Bid.

2.3. **sefa PHYSICAL ADDRESS**

Byls Bridge Building 14, Block D,
11 BylsBridge Boulevard,
Cnr Jean Avenue and Olievenhoutbosch Road
Centurion

0157

For more information, please visit the **sefa** website: www.sefa.org.za

2.4. **BID RESPONSES**

2.4.1. **Bid Format**

2.4.2. Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in [Appendix 1](#).

2.4.3. Each section must be clearly marked, and the documents must be bound.

2.4.4. The RFB comprises a number of sections and the bidder's proposal must include all the required information and documentation as outlined in this RFB.

2.4.5. **GENERAL CONDITIONS OF CONTRACT**

2.4.5.1. Completion of all Standard Bidding Documents (SBD by hand, attached in [Annexures A](#), and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:

- a. **SBD 1:** Invitation to Bid.
- b. **SBD 4:** Declaration of Interest.
- c. **SBD 3.3:** Pricing Schedule
- d. **SBD 6.1:** Preference Points Claim Form.
- e. Original and valid **Tax Clearance Certificate(s)** (TCC) or *PIN* issued by SARS.
- f. In bids where Consortium, Joint Ventures and Sub-Contractors are involved, it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS.
- g. Submission of a certified copy of a **valid B-BBEE certificate** issued through a SANAS Accredited Agency, with the exception of Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs). These enterprises need to submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade and Industry (DTI) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted. The DTI and CSCC affidavit templates are available under [Annexure B](#).

- h. National Treasury **Central Supplier Database (CSD) registration** (attached proof of registration).
- i. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents**, listing all Directors or Shareholders and certified copies of the Identify Documents (ID) of Directors or Shareholders.

2.4.5.2. The successful bidder and its staff shall comply with all the laws of the Republic of South Africa and as it relates to this bid.

2.4.5.3. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.

2.4.6. **PRICE PROPOSAL**

- a. Bidders are required to complete and sign their pricing proposals.
- b. **NB:** Failure to complete and submit a pricing proposal, will lead to disqualification of the bid.

2.5. **LATE BIDS**

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances.

2.6. **COUNTER CONDITIONS**

Bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid.

2.7. **BID DISTRIBUTION**

- 2.7.1. The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither **sefa**, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person or company for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 2.7.2. Recipients of this RFB document may only distributed it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

2.8. **PRESENTATIONS**

sefa reserves the right to require that any bidder provides a formal presentation of its bid proposal, at a date and time to be determined by **sefa**. All instructions and clarification regarding the

purpose and scope of the presentation/demonstration shall be provided by **sefa**. The bidder shall bear all expenses associated with the preparation of such presentations/demonstrations.

2.9. EVALUATION PROCESS

Bids shall be evaluated in terms of the process outlined below.

2.9.1. STAGE 1: INITIAL SCREENING PROCESS

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB, stated Special Conditions of Contract, and specific goals requirements.

2.9.2. STAGE 2: MANDATORY REQUIREMENTS

Bids will be evaluated on Mandatory as outlined in **Annexure C**.

NB: Failure to comply with the requirements in Stage 2 shall lead to disqualification of the bid proposal.

2.9.3. STAGE 3: FUNCTIONAL EVALUATION AND SCORING

a. All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for functionality out of 100 points.

b. All bids that score less than **60 out of 100 points** on functionality shall not be considered further and shall be regarded as having submitted a non-responsive bid; and shall be disqualified.

c. Bids will be evaluated on Functionality as outlined in **Annexure D**.

NB: Failure to comply with the requirements in Stage 2 shall lead to disqualification of the bid proposal.

2.9.4. STAGE 4: EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

2.9.4.1. Only bidders who scored 60 points or more out of a 100 on the functional evaluation will be evaluated during stage 3 on price and preference.

2.9.4.2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.

2.9.4.3. In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 POINTS

2.9.4.4. For procurement up to the value of R50 million proposed 20 Points split as follows;

CRITERIA	POINTS
	(80/20 system)
Black ownership	8
30% Black Women Ownership	2
Ownership by Black Designated Groups -Youth	6
Spatial: Rural, Township and City Based Enterprise	4
TOTAL POINTS	20

2.9.4.5. Black Ownership

Size of enterprise: Micro, Small, Medium enterprises:8/20 points

- Micro Enterprise: Maximum 8 points or 100% for micro enterprise
- Small Enterprises: 5.6 points or 70% of the 8 points.
- Medium Enterprises: 3.2 points or 40%.
- Large Enterprises: 0.8 points or 10%.
- Micro Enterprise: Maximum 8 points or 100% for micro enterprise

NB: Verification method: CSD or CIPC document.

2.9.4.6. **Women Ownership:** Maximum 2/20 points. All black in particular black Women:(align to BBEE points allocation).

2.9.4.7. **Targeted Group:** Youth and Non-Youth:6/20 points or 100% with a bias toward women owned business.

- Youth - 6/20
- Non-Youth - 1.8/20(We proposed 30% of the 6 points.

2.9.4.8. **Spatial:** Rural, Township and City based enterprise: 4/20.

- Rural- Maximum 4 points or 100%
- Township = 1.2 Points or 60% is 2.4 and not 1.2
- City=0.8 or 20%

NB: Verification Method: Copy of utility bill, lease agreement, Title Deed, outlining the physical address of the company. This goal is further aligned to government's priorities of promoting rural and township economies.

2.9.4.9. **Black Designated Group means:**

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;
- Black people who are youth as defined in the National Youth Commission Act of 1996;

3. STAFF REQUIREMENTS

- 3.1. The successful bidder must ensure the following:
- a. That the staff working under this contract are in good health.
 - b. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.

4. RESOURCE REQUIREMENTS

The successful bidder must provide the following equipment, if required by the bidder's staff, in the execution of their duties:

- Laptop or similar device.
- Internet connectivity.
- Transportation and/or vehicle (if required) to deliver the service outlined in this bid.
- Cellphone and/or landline.

5. SERVICE LEVEL AGREEMENT

- 5.1. The successful bidder will be required to enter into a Service Level Agreement with **sefa**.
- 5.2. A performance measurement processes will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.

6. SUPPLIER DUE DILIGENCE

- 6.1. **sefa** reserves the right to conduct bidder due diligence to short listed bidders prior to final award or at any time during the contract period. This may include site visits if applicable.
- 6.2. **sefa** reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external services providers such as Credit Bureaus and the South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for **sefa** to conduct such vetting requirements, if and when required.

7. BID CANCELLATION

In the case of the cancellation of this RFB, **sefa** shall endeavour to inform all bidders, through the same medium used for the communication of the RFB

8. MATERIAL CHANGES

- 8.1. Any material change in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of **sefa**, and any failure to seek such approval from **sefa** shall result in **sefa** being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement.

This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work.

- 8.2. **sefa** shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any bidder”, and as to what constitutes a “core member of a bidder” for purposes of such approval. Any request for such approval shall be made to **sefa’s** Supply Chain Management in writing and shall provide sufficient reasons and information to allow **sefa** to make such a decision. **sefa** reserves the right to accept or reject any such request for approval.

9. **EVALUATION CRITERIA:**

9.1. **BIDS SHALL BE EVALUATED IN TERMS OF THE FOLLOWING STAGES:**

- Stage 1 - Administrative Compliance Requirements (Initial Screening Process)
- Stage 2 - Mandatory Requirements
- Stage 3 - Functionality Criteria & Site Inspection (Proposed Building)
- Stage 4 - Price and Preference points (Specific Goals)

9.2. **STAGE 1: INITIAL SCREENING PROCESS**

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB outlined in **Annexure A**.

9.3. **STAGE 2: MANDATORY REQUIREMENTS**

All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria as outlined in **Annexure C**.

9.4. **STAGE 3: FUNCTIONALITY REQUIREMENTS**

All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria as outlined in **Annexure D**.

10. **FRAUD ALERT**

- 10.1 **sefa** takes a zero-tolerance approach to fraud, corruption and bribery.
- 10.2 **sefa** is committed to acting fairly, with integrity, in all its’ relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).
- 10.3 Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFP or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding bidders and such a scam must immediately

be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

- 10.4 Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on **0800 000 663**.

11. COMMUNICATION

- 11.1. **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.
- 11.2. All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.
- 11.3. Communication between the closing date and the award of the bid, between the bidder and other **sefa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

12. CONTACT DETAILS

12.1. Main Contact

Name : Sebotse Mokgabudi
Tel : (012) 748-9725
Email : sebotsem@sefa.org.za/procurement@sefa.org.za

12.2. Alternative Contact

Name : Tamsanqa Mgudlwa
Tel : (012) 747-2540
Email : tamsaqam@sefa.org.za/procurement@sefa.org.za

NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of **sefa's** staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

13. SCOPE OF WORK / TERMS OF REFERENCE

The Scope of Work / Term of Reference is attached as **Annexure E**.

14. ANNEXURES

Annexure A : Stage 1 - Administrative Compliance Requirements (Initial Screening Process)

Annexure B : Sworn Affidavit Templates for EMEs and QSEs

Annexure C : Stage 2 - Mandatory Requirements

Annexure D : Stage 3 & 4 - Functionality Evaluation Criteria & proposed Building Site Visit

Annexure E : Scope of Work / Terms of Reference

Annexure F : Pricing Schedule

Appendix 1 : Bid Proposal Template

STAGE 1 - ADMINISTRATIVE COMPLIANCE REQUIREMENTS (INITIAL SCREENING PROCESS)

- a. The bidder must submit a fully completed and signed Standard Bid Document (SBD 1, 4 & 6.1).
- b. The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of the CSD Report and / or MAAA Number.
- c. The bidder must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services must be submitted at the closing date and time of bid/RFB.
- d. The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
- e. The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.
- f. GCC: General Conditions of Contract (Initial each page).

NOTE:

- a. If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- b. If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- c. If the status of the bidder is reflecting as deregistered on CIPC.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

STANDARD BIDDING DOCUMENTS: SBD1 TO SBD6.1 FORMS

Document Name	Template
SBD 1	 SCM-Bid documents SBD 1 - sefa 78 FAC 2
SBD 6.1	 SBD 6 1 2017.pdf
SBD 4	 SCM-Bid documents SBD 4.pc
GCC	 GCC

Sworn Affidavits for EMEs and QSEs

Department of Trade and Industry (DTI) Templates

Applicable to all sectors except Construction



DTI Sworn Affidavit
EME Gen.pdf



DTI Sworn Affidavit
QSE.pdf

Also available from the DTI:

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-QSE-Gen.pdf

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-EME-Gen.pdf

Construction Sector Charter Council (CSCC) Templates

Applicable for EMEs and QSEs in the construction industry, residing under the CSCC.



Final CSC EME
Affidavit - March 2018

Also available from the CSCC:

<http://www.cscconline.org.za/documents/Final%20CSC%20EME%20Affidavit%20-%20March%202018.pdf>

ANNEXURE C
MANDATORY REQUIREMENTS

1. STAGE 2: MANDATORY REQUIREMENT

NO	MANDATORY REQUIREMENT	COMPLY/ NOT COMPLY
1.1.	CERTIFICATES - Where the bidder is an Agent/Broker the bidder must confirm that they are registered with the Estate Agencies Affairs Board (EAAB) and are in the possession of a valid Fidelity Fund Certificate. Bidder to provide proof of a certified copy of valid Fidelity Fund certificate. - Where the bidder is the owner proof of ownership must be submitted.	
1.2.	ACCESSIBILITY FOR TO PEOPLE LIVING WITH DISABILITY - A building must be accessibility to people living with disability (Site inspection will be contacted by sefa's official). - Building with ramps, lifts if offices not on the ground floor and signage.	

NB: Failure to comply with the Mandatory Requirements may lead to disqualification of the proposal.

FUNCTIONAL EVALUATION CRITERIA

2. STAGE - 3 FUNCTIONAL REQUIREMENTS:

- a. All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for functionality which will made out of 100 points as per the table below.
- b. All bids that score less than **60 points** on functionality will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified.
- c. Bids will be evaluated on Functionality as follows:

NO	FUNCTIONALITY REQUIREMENT	POINTS												
2.1	BUILDING FLOOR PLAN - Bidders must submit floor plans clearly indicating the proposed office layouts. - Prospective bidder must confirm and avail a space planner to assist sefa team with office layout (written confirmation must be submitted). - Prospective bidder must confirm and avail alter /refurbish the space in line with sefa's requirements (Tenant Installations). POINTS ALLOCATION: <table><tr><td>No compliance with floor plan building criteria</td><td>No point</td></tr><tr><td>Meet one (01) floor plan building criteria</td><td>3 points</td></tr><tr><td>Meet two (02) floor plan building criteria</td><td>4 points</td></tr><tr><td>Meet three (03) floor plan building criteria</td><td>5 points</td></tr></table>	No compliance with floor plan building criteria	No point	Meet one (01) floor plan building criteria	3 points	Meet two (02) floor plan building criteria	4 points	Meet three (03) floor plan building criteria	5 points	25				
No compliance with floor plan building criteria	No point													
Meet one (01) floor plan building criteria	3 points													
Meet two (02) floor plan building criteria	4 points													
Meet three (03) floor plan building criteria	5 points													
2.2	BUILDING REQUIREMENTS Office Building must have the following: 24 hours Security & Air-conditioners - Electrical Plugs per office - Ablution Facilities as per space norm - Fire escape routes/emergency exists - Backup Generator POINTS ALLOCATION: <table><tr><td>Does not meet all the above building requirements</td><td>No point</td></tr><tr><td>Meet one (01) building requirements.</td><td>1 point</td></tr><tr><td>Meet two (02) building requirements.</td><td>2 points</td></tr><tr><td>Meet three (03) building requirements.</td><td>3 points</td></tr><tr><td>Meet four (04) building requirements.</td><td>4 points</td></tr><tr><td>Meet all five (05) building requirements.</td><td>5 points</td></tr></table> NB: Zero points will be allocated for criteria/sub criteria which do not meet, or which are not substantiated.	Does not meet all the above building requirements	No point	Meet one (01) building requirements.	1 point	Meet two (02) building requirements.	2 points	Meet three (03) building requirements.	3 points	Meet four (04) building requirements.	4 points	Meet all five (05) building requirements.	5 points	50
Does not meet all the above building requirements	No point													
Meet one (01) building requirements.	1 point													
Meet two (02) building requirements.	2 points													
Meet three (03) building requirements.	3 points													
Meet four (04) building requirements.	4 points													
Meet all five (05) building requirements.	5 points													
2.3	BUILDING LOCATION AND ACCESSIBILITY - Building must be located in the targeted area and accessible through main routes. - Building located outside the targeted area but within 1km radius.	25												

	• Building located outside the targeted by more than 1km radius. • Physical Facilities as outline on the scope of work under clause 3. POINTS ALLOCATION: <table><tr><td>Does not meet all the above building location, accessibility and physical facilities requirements.</td><td>No point</td></tr><tr><td>Meet one (01) building location, accessibility and physical facilities requirements.</td><td>2 points</td></tr><tr><td>Meet two (02) building location, accessibility and physical facilities requirements.</td><td>3 points</td></tr><tr><td>Meet three (03) building location, accessibility and physical facilities requirements.</td><td>4 points</td></tr><tr><td>Meet all four (04) building location, accessibility and physical facilities requirements.</td><td>4 points</td></tr></table>	Does not meet all the above building location, accessibility and physical facilities requirements.	No point	Meet one (01) building location, accessibility and physical facilities requirements.	2 points	Meet two (02) building location, accessibility and physical facilities requirements.	3 points	Meet three (03) building location, accessibility and physical facilities requirements.	4 points	Meet all four (04) building location, accessibility and physical facilities requirements.	4 points	
Does not meet all the above building location, accessibility and physical facilities requirements.	No point											
Meet one (01) building location, accessibility and physical facilities requirements.	2 points											
Meet two (02) building location, accessibility and physical facilities requirements.	3 points											
Meet three (03) building location, accessibility and physical facilities requirements.	4 points											
Meet all four (04) building location, accessibility and physical facilities requirements.	4 points											
	TOTAL FUNCTIONALITY	100										

3. STAGE 3: SITE VISITS ASSESSMENT OF THE PROPOSED PROPERTY/BUILDING

- a. Bidders who scores **60 points** or more out of 100 points allocated at technical evaluation will be subjected to site visits.
- b. Each Build proposed will be evaluated, based on the following;
 - Accessibility
 - Building-General Requirements/Compliance
 - The bidder confirms that they are in possession of a valid certificate of Occupancy for the building concerned, issued by Municipality or must make undertaking to provide same before occupation by **sefa**.

SCOPE OF WORK / TERMS OF REFERENCE

1. BACKGROUND SPECIFICATION

- 1.1 The purpose of this Request for Proposal (RFP) is to invite and to find a suitably bidder to submit proposals for the provision of an office space (320m² to 350m²) and twelve (12) parking space (Basement / Covered) as well as once – off space planning for **sefa**, and the building must be existing building.
- 1.2 Prospective respondents must be prepared to provide a complete office accommodation solution, including refurbishment of the facility as per **sefa's** requirements, a process which will be overseen by both parties.
- 1.3 Due to the pending merger between Small Enterprise Development Agency (SEDA), the Small Enterprise Finance Agency (SOC) Limited (**sefa**) and Co-operative Banks Development Agency (CBDA), the lease is for a period of one (01) year and four months with the option to renew a contract for another year to be advised if the merger process is not yet finalised. The building must have potential for future growth. **sefa** will consider the following option:

a. Straight Lease.

- 1.4 **sefa's** current lease agreement expires on 31 July 2023. **sefa** seeks new premises where the safety of its employees and assets are the highest priority.

2. SCOPE OF WORK / SPECIFICATIONS

- 2.1 **sefa** requires a minimum of 320m² to a maximum of 350m² office space, which must have the potential to accommodate for future growth. The building must be available to **sefa** for beneficial occupation on 01st August 2023. The lease will commence on 01 September 2023, terminating on 31 August 2024 with an option to renew for another period of one (01) year.
- 2.2 The proposal should be for buildings that are in Cape Town **and preferably in the following area(s)**:
- 2.2.1 Century City;
- 2.2.2 Woodstock;
- 2.2.3 Belville; and
- 2.2.4 Brackenfel.
- 2.3 The building must not be older than at least twenty (20) years and must be well secured and have ample parking space. Below are the details of the required accommodation:

NO	QTY	DETAILS
01	320m ² - 350m ²	Office Space in an office block to rent for twenty-four (24) months, effective from 01 August 2023 until 31 August 2024. <u>REQUIREMENTS:</u>

NO	QTY	DETAILS
		a. 1 x Reception and Waiting Area b. 1 x 2 Boardrooms (Consulting Areas), 4 Seater each. (Glass Partitioning in front with aluminum double door. The boardroom must be frosted. c. 1 x Boardroom (Glass Partitioning in front with aluminum double door. The boardroom must be frosted. Boardroom must seat 15 - 20 employees. Approximately 45m². d. 1 x Regional Manager's Office e. 1 x Server (IT) Room (Approximately 10m²) with enough ventilation (Split unit airconditioner min 12000BTU). f. 1 x Storeroom g. 1 x Wet Kitchen fitted with cupboards and washing sink as well as a hydro boil. h. Open Plan Offices (Seat 12 – 14 Employees) i. Ladies and Gentlemen's Bathrooms including facilities for the disabled individuals. j. Lift / Ramp to cater for the disabled individuals. k. The proposed building must have reliable back up power i.e generator or an inverter system that can last for 8 hours.

2.4 The following are expected deliverables from the service providers:

- a. Office accommodation aligned to **sefa** needs (As per par. 3.3).
- b. Space Planning.
- c. Alterations / Partitioning / Refurbishments aligned to **sefa** requirements. A combination of Glass and Gypsum partitioning will be required in all boardrooms and Executive Managers' offices, including frosting.
- d. Drawings / Floor plans. The bidder must submit floor plans and photographs of the proposed building and parking facilities and conduct space planning for the various divisions of the **sefa**'s staff, to demonstrate that the proposed building can accommodate the staff establishment as indicated in the space norms.
- e. Pre-approval granted to **sefa** for fibre installation in the building.

2.5 The following scope of works is excluded from the fit-out requirements and will be dealt with by **sefa** internally:

- a. Procurement and Supply of Office Furniture
- b. **sefa** specific internal corporate signage
- c. IT infrastructure and cabling
- d. Relocation

3. BUILDING AND OFFICE SPACE REQUIREMENTS

3.1. TYPE OF PREMISES

3.1.1 The premises should be suitable for a typical administrative office environment.

3.2. PROPERTY / BUILDING

3.2.1. The property should comprise of a minimum 300m² Gross Lettable Area (GLA) and a maximum of 350m² GLA, measured according to the latest SAPOA Method for measuring floor areas in commercial properties. The property must also have the potential to accommodate **sefa's** future growth. The property / building must provide for the following accommodations standards:

- The property / building must be an existing building (complete built structure).
- The property / building should allow for a comfortable entrance / exit to and from the property / building by staff, clients and service providers.
- The property / building must be suitable for people with disabilities.
- Adequate toilet facilities for the public, personnel and the physically challenged.
- Hot and cold water supply to be available.
- Accommodation must be fully air conditioned and ventilated. The air conditioning should preferably be managed through a Building Management System (BMS)
- Lighting in general must be provided in line with Building Regulations and OHS.
- The floors to be occupied must have its own electricity distribution boards.
- 24 hours access is required by the Lessee of the building.
- The property / building must make provision for goods and passenger lifts from the parking
- The accommodation must have double tier cable trays in ceiling voids or make allowance for these.
- The property / building must allow for ICT and security installation. The accommodation must also make allowance for core drilling in respect of ICT and Security infrastructure.
- Permission to be granted by the Lessor to install a Satellite Dish (ICT network connectivity) on the exterior or roof of the building.
- The office location should be suitable for the possible erection of a radio mast and or aerial antennas for monitoring purposes taking into account the approval required in terms of environmental, municipal and civil aviation regulations.
- The property / building must have existing fire detection and prevention services or make provision for these.
- The Lessor to ensure consistent water supply with sufficient contingency plans to address water disruptions.
- The property / building must be close to the public transport, and preferably close to a well - known land marks and in a secure area.
- All building related issues such as Zoning rights, Servitudes, The City of Cape Town municipality requirements, Occupational Health Certificates, Electrical Compliance Certificates, environmental, heritage, and other related statutory requirements should be complied with.
- A dedicated fitted kitchen/kitchenettes.

4. sefa's ACCOMMODATIONS STANDARDS

4.1. The proposed property / building must meet the following standard requirements:

- (HVAC) Heating, Ventilation and Air-Conditioning;
- Implementation of Smoking by-laws;
- Toilet Facilities;
- Water Supply and Back-Up Water Supply;
- Electrical Supply and Back-Up Generator or inverter that can last up to eight (08) hours;
- Fire Risk management;
- Emergency evacuations;
- Standby power supply;
- Vertical Movements;
- Carrying capacity of floors;
- Acoustics and noise standards;
- Security;
- The building must be declared gun-free;

- Accessibility to the building (including people with disabilities & meet OHS standards);
- Parking facilities;
- Accessibility for deliveries;
- CAD drawings of the existing premise suitable for full architectural workup;
- Full compliance certification must be supplied upon final works completion;
- Allow **sefa** to put up signage in strategic spots on the building to make **sefa** visible to the public; and
- Rental, operating and parking costs should be market related.

5. REQUIRED GRADING OF THE BUILDING

- 5.1. The requirement of the building should be **Grade A** and should meet following requirements:
- Grade A building are not older than twenty (20) years or which has had a major renovation requirements,
 - High quality modern finishes,
 - Air conditioning,
 - Minimum parking requirement four bays at 100sqm occupied,
 - A good quality lobby finish,
 - Quality access to/from an attractive.

6. SPACE PLANNER & INTERIOR DESIGNER / DECORATOR

- 6.1. The bidder must avail a space planner and interior designer / decorator to assist **sefa** team with office layout planning and execution.

7. sefa BRAND IMAGE AND SIGNAGE RIGHTS

- 7.1. The bidder should allow the **sefa** brand signage to be visible to the public. The signage within the building must be allowed to be both mounted / fitted and / or movable. **sefa** will provide the signage and it is the bidders responsibility to mount in an agreed upon location.

8. HEATING, VENTILATION AND AIR CONDITIONING

- 8.1. The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned and the air conditioning system should be sufficiently adequate to provide a summer / winter working environment compliant to industry standards, with all maintenance undertaken by the landlord.

9. TOILET FACILITIES

- 9.1. The landlord shall have fully functional toilet facilities available to **sefa**, refurbished or new or as otherwise agreed. **sefa** must be given permission, under a separate contract, to install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygiene requirements as and when required.
- 9.2. **sefa** is committed to providing suitable amenities for people with bodily constrains therefore the Landlord must provide toilet facilities for people with disabilities (visitors and staff) in line with the National Building Regulations.

10. WATER SUPPLY

10.1. The municipal water supply where applicable shall be metered separately.

11. ELECTRICAL SUPPLY

11.1 The power supply where applicable shall be metered separately. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply is to be provided to increase demand at peak times up to 20% of normal use. It must be taken into account that all operational staff as per **sefa** accommodation norms document will be equipped with a computer. There is also a number of IT servers and other sophisticated electronic equipments being operated by **sefa**, therefore the quality and capacity (KVA) of incoming power supply should thus be able to meet **sefa's** electricity requirements.

11.2 An Electrical Compliance Certificate must be provided to **sefa** as proof that all electrical installation in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1.

12. POWER POINTS

12.1. Power points to be provided as per **sefa** requirements with the following guidelines:

- Each person accommodated in an open plan will be equipped with one single normal power point and one red dedicated power points. Each person accommodated in an enclosed office area will be equipped with one double normal power point and one double red dedicated power points.

13. LIGHTING

13.1. All interior lighting shall be designed and installed to conform to SABS 0114-1:1996 or latest approved standards. The lighting design shall take into consideration the type of work that will be performed which includes high security considerations, sorting, filing, data capturing and computer based work areas. Particular attention shall be paid to the light layout in public areas and should take the public circulation spaces into account. Lighting conforming to the following standard must be provided:

a. Reception areas	200 lux
b. General offices	300 lux
c. Passages	500 lux
d. Auditoriums	100 lux
e. Conference rooms	100 lux
f. Store rooms	200 lux
g. Parking	50 lux

14. LIGHTING PROTECTION

14.1. The building shall have sufficient lighting / surge protection, which must be inspected regularly to ensure they are and remain in good working condition. A copy of such an inspection report must be submitted to the Facilities Manager.

15. LIGHTING CONTROL

15.1 Each functional area and or teams shall have independent control of special and normal lights and eergency lights shall comply with the National Building Regulations.

16. DATA AND TELEPHONE CABLING

16.1 The building should allow for the installation of adequately cabling for the installation of IT and telephone equipments. Suitable location for a server room with the following minimum requirements should be provided for by the landlord:

- a. Brick walls or fire rated dry walling.
- b. Space for a maximum of one server cabinet (estimate 6m² minimum).
- c. Anti-static flooring in the server room.
- d. Fire rated door.
- e. Fire extinguisher (inside and outside).
- f. **sefa** must be able to add an access control system to the server room door.

17. FIRE PROTECTION & RISK MANAGEMENT

17.1 Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SABS 0040 as amended. It will be required that a complete ASIB report be submitted, along with all other information regarding Fire Compliance.

18. LIFTS, HOISTS & ESCALATORS

18.1 The National Building Regulations requires that if the building offered, consists of more than two storeys, it shall be provided with at least one (1) lift to be utilised as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at a given time. The minimum clear entrance to the car shall be of such dimension that it will be accessible for a wheelchair. If the building has a basement, the lift shall also serve that area.

18.2 **Note:** The maintenance of such a lift, hoist and or escalator will be the responsibility of the Landlord. All lift buttons to have a braille and lifts to have voice announcing movements. In addition the lifts shall be connected to the control room of the lift service provider, for purposes of continuous communication in the event of lift stoppages.

19. SECURITY SERVICES

19.1 The proposed property / building shall be in a safe, secure and tranquil environment that does not present a security risk to **sefa** staff members even if they work after hours. The proposed property / building should preferably have a fully functional security and access control system.

19.2 The system must allow for safe entering and exiting of **sefa** staff, politicians and visitors. The offer should include the bidder's plan for the provision of security to the premises. The supply of specialist security installations will be the sole responsibility of **sefa**. The building should be secured with the following minimum security measures:

- a. Burglar proofing and alarm system in good working condition.
- b. Security Fencing / Normal Electrical Fencing.
- c. Modern Access Control.
- d. Adequate lighting in the Parking area for officials working late.

20. ACOUSTIC AND NOISE

20.1 All outside noises shall be reduced to an agreed acceptable level (between 40 and 60 Decibels) that allows people to perform their functions.

21. THE PARKING

- 21.1 Covered / Basement parking bays will be required for staff vehicles at the premises and must be available for exclusive use by **sefa**. Further parking bays will be required for **sefa's** official vehicles in a covered lock-up area as part of the premises. Additional open parking bays will be required for visitors and staff overflow. Allowance should be made for at to accommodate persons with disabilities and all parking is to be provided within a safe and secure environment. The number of parking bays must be twelve (12) and the building must have visitors parking space as well.

22. COMMUNICATION

- 22.1 **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.
- 22.2 All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only. Communication between the closing date and the award of the bid, between the bidder and other **sefa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

Appendix 1

BID PROPOSAL

COVER PAGE

BID PROPOSAL: PROCUREMENT OF OFFICE SPACE (ACCOMMODATION) FOR sefa WESTERN CAPE (WC) REGIONAL OFFICE FOR THE PERIOD OF ONE (01) YEAR AND FOUR MONTHS, WITH AN OPTION TO RENEW FOR ANOTHER YEAR.

Bid Number	
Company name	
Contact Person	
Telephone Number	
e-mail address	

SECTION 1: LEGISLATIVE REQUIREMENTS

Attach all required documentation behind this section.

SECTION 2: MANDATORY & FUNCTIONALITY REQUIREMENTS

SECTION 3: PRICING PROPOSALS

PRICING SCHEDULE

1 Please indicate your total bid price here: R..... (VAT Incl.)

2 **NOTES: All prices must be VAT Inclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract including escalation percentage?

4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

	YEAR- 1	YEAR-2 (Option to renew)	TOTAL (Incl VAT)
1. Escalation percentage (*only indicate the percentage increase for year 2 should sefa exercise the right to renew.	N/A	%	N/A
2. Gross Rental – Unit price per square meters including VAT	R	R	R

3. Indicate the total once off Tenant Installation cost below:

Once-off tenant installation (incl vat)

Once-Off Tenant Installation (Incl VAT)	R
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NB: The landlord must indicate the amount of Tenant Installation to be allocated to **sefa** for this project.

SECTION 5: ADDITIONAL INFORMATION

Any additional information that is considered pertinent to the proposal can be attached under this section.