



APPOINTMENT OF SERVICE PROVIDER TO PROVIDE FURNISHED AND SERVICED OFFICE ACCOMMODATION AND PARKING

1 INTRODUCTION

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral Resources and Energy (DMRE). For more information on the company, you can visit our current website: www.cefgroup.co.za.

2 BACKGROUND AND OVERVIEW

CEF seek furnished and fully service office space in Century City, Cape Town for one subsidiary for a period of six (6) months with a month termination notice period. The office space must cater for two (2) executive offices, three two-seater open plan offices, and one dedicated 8-seater meeting room, and secured parking for 12 employees.

3 SCOPE OF WORK

The Service Provider is expected to provide the following services as defined below:

3.1 OFFICE SPACE

CEF seeks to lease fully furnished and serviced office space in the surrounding area of Century City, Cape Town of no less than 180m² but not greater than 200m². The duration of the contract will be six (6) months anticipated to begin on 1 June 2024. The space must comply to the following factors:

3.1.1 Location

- a. Universal site accessibility.
- b. Proximity to freeway access.



- c. Competitive public transport accessibility.
- d. View.

3.1.2 Building

- a. Grade A or B building.
- b. Universal access (disability access).
- c. Reception area with security.
- d. Work area amenities.
- e. Available parking.
- f. Building / office ambience.
- g. Signage visibility.
- h. Type of Building.

3.1.3 Space Planning

- a. Grade A or B building.
- b. Size of offices and work areas.
- c. Layout options executive and open plan.
- d. Potential maximum number of employees.
- e. Equipment.
- f. Rest rooms.
- g. Spacious and efficient.
- h. Lighting.
- i. Quality of building, furniture, and fittings.
- j. Location of the building.
- k. Building and floor size.

3.1.4 Lease Offering

- a. Lease occupancy date.
- b. Budget and cost.
- c. Termination on 14 days' notice period.
- d. Extension option.

3.2 FURNITURE

CEF seeks to utilise the furniture for two (2) executives, ten (10) senior managers, and one 8-seater dedicated meeting room. The executive offices must be in individual offices whereas the senior managers offices can be in an office space to accommodate two persons per office. The furniture must comply to the following factors:

3.2.1 Adaptability

- a. The office furniture can be changed up to four (4) open plan offices for the open plan option at no additional cost.
- b. The dedicated meeting room desks and chairs can be converted and utilised as additional open plan working area at no additional cost should the need arise.
- c. Furniture per person on office space will be allocated power connection, desk with modesty panel and storage pedestal, ergonomic chair, storage cabinet, and dustbin.
- d. Office and meeting rooms walls finishes to be of high quality and floors finished with carpets.

3.3 CONNECTIVITY SUPPORT

IT support services must include the following:.

3.3.1 Standard Services

- a. Priority internet that provides private network with data protection, prioritised upload and download speeds, high-definition video calls, large file transfer and processing confidential data.
- b. Private IP address for connecting to internal network devices including printers, network connected storage devices.
- c. Public IP address for connecting to external networks and devices, e.g. corporate VPN connections or server hosting..
- d. Dedicated band width guaranteed up and download speed of 5mb managed and monitored 24/7.



- e. Communications room storage for IT equipment in a secure temperature-controlled server room with noise reduction and heat generation reduction.

4 CEF RESPONSIBILITIES

CEF will be responsible for the following activities:

- 4.1 Manage and monitor the office occupation.
- 4.2 Appoint an Office Manager representative to whom the bidder will report.
- 4.3 Convene the Oversight Committee for oversight and monitoring.
- 4.4 Review the office space design process for adherence and compliance to scope e.g., access control, fire suppression, etc.
- 4.5 Process payments in accordance with the signed agreement.

5 TIME FRAME & LOCATION

- 5.1 The office accommodation will be for a 6-month period, commencing 1 June 2024 with a month's termination notice period at no cost to CEF.

6 PROPOSAL REQUIREMENTS

The office proposal should include:

- 6.1 A comprehensive outline of how the bidder intends to deliver the scope of work and deliverables enumerated in this Terms of Reference.
- 6.2 Comprehensive supporting documents from the bidder that it has the requisite experience and expertise to undertake this project within the specified timeframe. For the minimum qualification requirements – see the evaluation criteria given in this RfQ.
- 6.3 Comprehensive costing that detail, from the perspective of the bidder, all budgetary considerations. Please ensure VAT is inclusive.
- 6.4 In addition, proposals must be accompanied by Company profile.
- 6.5 The due date for proposals is as per cover page. Proposals should be submitted in line



with the bid submission protocols as specified by the CEF Supply Chain Management.

7 REPORTING

The Bidder will have regular feedback sessions with the CEF Project Team during which they will report on the space redesign and development according to its subsidiary needs. Interim and final office accommodation reports as required should be in hard copy and electronic format in a template provided by CEF. All documents submitted by bidders will include the bidder's name, office location name, date of draft and draft number.

8 INTELLECTUAL PROPERTY

Copyright for all material produced because of this assignment is vested in CEF. The CEF logo should appear on all documentation in line with CEF branding.

9 PAYMENTS

9.1 Financial Proposal

The proposal and quotation for this Office Space should cover all the office requirements and outputs enumerated in clause 4 above. Bidders should complete the Budget Breakdown according to project breakdown structure.

9.2 Submission

All documents submitted by service provider throughout the duration of the project must include the bidder's name, building name and date of draft. The service provider will submit final project deliverables electronically.

9.3 Approval of Payment

A payment schedule together with all delivery requirements associated with the release of payments will be agreed upon up-front with the successful provider. CEF does not pay any amount in advance. All reports and documents needed for the processing of



payment should be forwarded to CEF. No invoice shall be paid if it is not accompanied by the necessary documentation and deliverables. The CEF Office Manager and relevant Senior Manager must approve the documents before payment can be recommended. Payment will be made electronically within 30 days after certification of documents by the Office Manager and relevant personnel at CEF. If revisions are required, they need to be requested within 30 days.

10 GENERAL

The service provider appointed for this project shall do so for and on behalf of CEF. They will act as a representative of CEF and will do everything reasonable to promote CEF's programmes, image, and best interest.

11 EVALUATION CRITERIA

11.1 Phase 1- Mandatory Requirements

The bidder must comply with the requirements listed below and it must be noted that failure to comply with any of these requirements will lead to bidder being disqualified from further evaluation.

No	Mandatory	Comply	Not Comply
11.1.1	The Bidder must already have functional presence in Cape Town and furnish proof of presence by attaching rates and taxes statement or subcontractor/joint venture not older than 3 months.		
11.1.2	The Bidder must be accredited with the relevant regulatory body in property management and have SAFMA, SAPOA, or equivalent.		
11.1.3	The supplier must have a valid COIDA certificate from Department of Employment and Labour or equivalent.		
11.1.4	The location of the office is within the Century City, Cape Town. Proof of proposed office location with head Lease or Title deed must be provided.		

11.2 Phase 2 – Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is 70%. It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

Minimum Technical Threshold 70%			
Technical Information	Scoring	Proof of documents	Weighting Percentage
11.2.1 Company Experience			
The bidders must demonstrate the company experience in providing similar services and attach referral letters on signed client letterhead with contact numbers. The points will be allocated as follows		Reference letters on signed client letterhead	10%
Three reference letters.	5		
Less than three reference letters	3		
No reference letters	0		

Minimum Technical Threshold 70%			
Technical Information	Scoring	Proof of documents	Weighting Percentage
11.2.2 Capacity of the Bidder			
Company profile, proof of ownership of building or the Bidder must provide proof of mandate if acting for and on behalf of the landlord.		Company profile, ownership, or mandate to represent property owner	10%
All information provided and valid.	5		
Some documents not provided or are invalid.	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
11.2.3 Readiness of the Building			
Provision of Grade A or B office turnkey accommodation requirements		Submitted office accommodation solution.	30%
Provision of a) Tenant installations adjustable from single office to three user office design in standard sizes. b) All allocated offices lockable restricted to single tenant. c) Installation of internal wall finishes, floor finishes, electrical connections for 3 workstations per office enclosure. d) Provision of communal toilets and kitchen. e) Fully functional air-conditioning in all offices with isolated temperature controls. f) provision of parking g) Immediate availability of the office space.	5		
Some documents not provided or are invalid.	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
11.2.4 Provision of office support services:			
a) Provision of a dedicated 10-seater meeting room fully fitted with: meeting room chairs, meeting table, projector with projector screen, etc. b) Provision on call answering and directing calls to nominated number. c) Allocation of 10 parking bays within the same office building/property, on site signage for way finding and public visibility.	5	Submitted office accommodation solution.	15%
d) Incomplete or absent dedicated 10-seater meeting room and or required furniture	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
11.2.5 Provision of IT Service Support			
Provision of: a) Priority internet that provides private network with data protection, prioritised upload and download speeds, high-definition video calls, large file transfer and processing confidential data.	5	Submitted office accommodation solution.	20%

b) Private IP address for connecting to internal network devices including printers, network connected storage devices. c) Public IP address for connecting to external networks and devices, e.g. corporate VPN connections or server hosting.. d) Dedicated band width guaranteed up and download speed of 5mb managed and monitored 24/7. e) Communications room storage for IT equipment in a secure temperature-controlled server room with noise reduction and heat generation reduction.			
f) Incomplete or absent elements required for the IT services Support	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
11.2.6 Health and Safety			
The Bidder must provide the Health and Safety plan in terms of:		Company Project Led CV	15%
Provision of valid Occupancy Certificate, Health and Safety Plan, Fire and Emergency Evacuation signage and way finding, proof of fully serviced lift.	5		
Some documents not provided or are invalid	0		

11.3 PHASE 3

EVALUATION CRITERIA

Bidders also will be evaluated on Price and Preference points.

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

11.4 Phase 4 – PRICE Evaluation.

All bidders are required to provide a detailed price schedule showing the costing per Stage of the Project.

No	Description	No	Rate / Month	6 Months Rate
A	Office space rental inclusive of furniture, fittings, electrical connectivity, projectors, etc.			
1	Executive Office with 900mm meeting table	3		
2	Open plan office to accommodation up to three employees	3		
3	Eight (08) seater meeting room (client will have own projector)	1		
4	Communal toilet and kitchen (not dedicated to the client)	1		
B	IT Office Support Services per person			
1	Priority internet that provides private network with data protection, prioritised upload and download speeds, high-definition video calls, large file transfer and processing confidential data.	12		
2	IP address for connecting to internal network devices including printers, network connected storage devices.	12		
3	Dedicated band width guaranteed up and download speed of 50mb managed and monitored 24/7.	12		
4	Communications room storage for IT equipment in a secure temperature-controlled server room with noise reduction and heat generation reduction.	12		
5	Technical support for all IT requirements.	12		
	Subtotal			
	VAT			
	Total Fees			