

KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Finance Agency (SOC) Limited
Company Registration Number 2003/002883/07
VAT Registration Number 4270218482

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SPECIAL CONDITIONS AND REQUIREMENT FOR PROPOSALS

**REQUEST FOR QUOTATION (RFQ): DRAWING UP OF BUILDING PLANS
SERVICE PROVIDER FOR KHULA BUSINESS PREMISES (PTY) LTD A
SUBSIDIARY OF SMALL ENTERPRISE FINANCE AGENCY SOC LTD (SEFA)
AT WESTRIDGE SHOPPING CENTRE, C/O PARK AVE & SIMONSIG ROAD,
WESTRIDGE, MITCHELLS PLAIN, WESTERN CAPE**

CLOSING DATE & TIME OF BID

RFQ VALIDITY PERIOD: 30 DAYS

1. INTRODUCTION AND BACKGROUND

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOF) 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. PURPOSE

Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**) wishes to appoint a **Built Professional Service's Providers** who is registered with relevant authorities to provide the above service at its property as indicated below. The service provider shall comply with all relevant government legislation as well as comply with **sefa's** terms and conditions.

Service providers are invited to submit RFQs for draughting of building plans summarised as follows:

- Measure up and draw complete set of drawings for Westridge Shopping Complex
- Drawings are to be provided in both hard copy and soft copy.
- Drawings are expected to show as built layouts including all dimensions as well as building elevations.
- Drawings are to be provided within one month of being appointed.
- Drawings are to be approved and signed by Council.
- Site inspection compulsory

SCOPE OF WORK

The scope of works to be carried out is listed below:

Site measurement & reconnaissance.

Item	Description	measurement	Total	Qty	Amount
1	Measure up and compile a complete set of as built drawings	Item	1		
2	Drawings are to be provided in both hard and soft copy	Item	1		
3	Drawings are expected to show as built layouts including all dimensions as well as building elevations	Item	1		
4	Drawings are to be provided within one month of being appointed	Item	1		
5	Drawings are to be approved and signed by Council	Item	1		
TOTAL					

3. BID RESPONSE

Bidders shall submit their response in accordance with the response format specified below

(Each section must be clearly marked, and the documents must be emailed).

3.1. Schedule 1

Completion of all Standard Bidding Documents by hand and other requirements as reflected in the Special Conditions of Contract which covers the following:

- **SBD 4:** Bidder's Disclosure (duly completed and signed);
- **SBD 6.1:** Preference Point Form (duly completed and signed);
- Original and valid Tax Clearance Certificate(s) (TCC) or *PIN* issued by SARS;
- Valid certify B-BBEE from accredited verification agency, certificate issued by registered auditor, accounting officer or a Sworn Affidavit indicating the contribution level of bidding entity;
- National Treasury Central Supplier Database (CSD) (attached proof of registration); and
- Submission of bidder's Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certify ID copy of Directors or Shareholders. Including company profile

4. EVALUATION CRITERIA

Bids shall be evaluated in terms of the following process;

5. STAGE 1: INITIAL SCREENING PROCESS:

During this phase, bid response will be reviewed for purposes of assessing compliance with Request for Quotation (RFQ) requirements including the general bid conditions, which requirements include the following:

- a. Submission of original certified valid B-BBEE certificate
- b. In the event of submission of a B-BBEE Sworn Affidavit, bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the contribution level of the Bidding entity;
- c. Proof of registration report from National Treasury Central Supplier Database (CSD);
- d. Submission of bidder's Companies & Intellectual Property Commission (CIPC) Company Registration documents listing all Directors or Shareholders and original certified ID copies of Directors or Shareholders; and
- e. Completion of all Standard Bidding Documents (SBD's) and other requirements as reflected in the Special Conditions of Contract.
- f. Submission of original and valid Tax Compliance Status (TCS) Certificate or unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted at the closing date and time of bid.
 - In bids where Consortium, Joint Ventures and Sub-Contractors are involved, each party must submit a separate proof of TCS or pin

Failure to comply with the requirements in Stage 1 (SCM Compliance) may lead to disqualification of the proposal.

6. STAGE 2- MANDATORY REQUIREMENTS

NO	MANDATORY	COMPLY / NOT COMPLY
1.	At least two (2) contactable references where similar projects were successfully completed. Reference letters indicating work done and completed within the last 5 years must be attached.	
2	Service providers/contractors must be registered with the relevant professional authority. (South African Council for the Architectural Professionals or similar). Must provide proof of valid certificate.	

Failure to comply with the requirements in Stage 2 (Mandatory Requirements) will lead to disqualification of the proposal.

7. STAGE 2 - EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

7.1 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.

7.2 The applicable preference point system for this tender is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

Black ownership: 100% Black owned entities will score the full 10 points and between 51% - 99% black owned entities will score 4 points.

8. ENQUIRES

For the duration of this BID until the eventual appointment of the service provider and Contracting, **ALL** enquiries regarding this tender **MUST** be addressed to Supply Chain Office at or tamsangam@sefa.org.za or tebogos@sefa.org.za

9. CONTACT DETAILS

Name : Ghaulied Van Schalkwyk
Tel : 082 998 0172

Email : ghaulieds@sefa.org.za

Name : **Mzulungile Kubukeli**

Tel : 073 561 8750

Email : Mzulungilek@sefa.org.za

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REQUESTED BY	Ghaulied van Schalkwyk
DEPARTMENT	Property
DESIGNATION	Regional Facilities Manager
SIGNATURE	

VERIFIED BY	Wendy Rakitla
DEPARTMENT	SCM
DESIGNATION	Head of SCM
SIGNATURE	

SUPPORTED BY	Matshidiso Pilane
DEPARTMENT	Property
DESIGNATION	Property Manager
SIGNATURE	

DEPARTMENT APPROVAL

APPROVED BY	Sikhumbuzo Ndlovu
DEPARTMENT	Property
DESIGNATION	Head of Property
SIGNATURE	