

HEAD OFFICE

ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE

Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG

ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE

Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST

Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 03 - 2023/24

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE PROCUREMENT OF OFFICE SPACE (LEASES) FOR NINE (09) ETDP SETA PROVINCIAL OFFICES.

1. Introduction

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a COMPULSORY virtual briefing session for BID NO: SCMU 03 – 2023/24 for the procurement of office space (leases) for nine (09) ETDP SETA provincial offices, on the 17 July 2023 at 11h00.

Interested members should express their interest to join the session before 13 July 2023 at 15h00. To attend and get access to the session, please email: TienieJ@etdpseta.org.za with your Name, Surname, Company Name, Email address and cell phone Number. Access details will only be shared with those that confirmed. Please do not forward the link further. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE COMPULSORY BRIEFING SESSION WILL CLOSE AT 11H15.

2. Purpose & Objectives

2.1 The purpose of this proposal is to invite bidders to submit proposals for leased office space for the ETDP SETA Nine (9) Provincial Offices for a period of five (5) years.

3. Project scope and deliverables

3.1 The following indicates each provincial office space requirements:

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PROVINCIAL OFFICES	PREFERRED LOCATIONS	TOTAL LETTABLE AREA PER M ²	TOTAL PARKING BAYS
Eastern Cape	East London: Vincent and/or Berea, and/or Quigney.	- Minimum of 171m ² to maximum of 200m ²	- 8 basement and/or covered parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.
Free State	Bloemfontein and/or Westdene areas	- Minimum of 145m ² to maximum of 200m ²	- 6 basement or covered parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.
Gauteng	(Johannesburg CBD, Parktown, and/or Braamfontein	- Minimum of 153m ² to maximum of 200m ²	- 7 basement or covered parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.
Kwa-Zulu Natal	Durban, Westville and/or Musgrave areas	- Minimum of 171m ² to maximum of 200m ²	- 8 basement and/or covered parking bays for ETDP

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			SETA staff. - 3 overflow covered parking for visitors.
Limpopo	Polokwane	- Minimum of 171m ² to maximum of 200m ²	- 8 basement and/or covered parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.
Mpumalanga	Nelspruit/Mbombela	- Minimum of 145m ² to maximum of 200m ²	- 6 basement or covered parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.
Northern cape	Kimberly	- Minimum of 145m ² to maximum of 200m ²	- 6 basement or covered parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.
North-West	Potchefstroom	- Minimum of 145m ²	- 6 basement or covered

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		to maximum of 200m ²	parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.
Western Cape	Belville	- Minimum of 145m ² to maximum of 200m ²	- 6 basement or covered parking bays for ETDP SETA staff. - 3 overflow covered parking for visitors.

Detailed offices requirements for each provincial office are attached in **Annexure A (Inherent Requirements Checklist)**.

NB! Parking must be within the property.

3.2 Location, amenities, and property information.

The property must:

- Be in a secure area and easily accessible to public transport, and it must be between 1-3 kilometres from the nearest public transport.
- Have unimpeded entrance to public areas and must be easily located by stakeholders using GPS technologies.
- Be located near retail shops and other public amenities.
- Indicate correct zoning for commercial/office area and register property stand number and street address.
- Be registered under the landlord. Should the property be managed by a Leasing Agent, the representatives' details must be correctly provided.

3.3 Building classification:

3.3.1 Grade A or B building type.

- Grade A: As per South African Property Owners Association (SAPOA), a Grade A is a high-quality property providing good access and are professionally managed with continued above average maintenance. High quality modern finishes, air conditioning, adequate on-site parking. Clearly articulated entrance, lobby with clear circulation. High ceiling heights, flexible floorplates likely.

- Grade B: As per South African Property Owners Association (SAPOA), a Grade B is Generally older buildings, but accommodation and finishes are close to modern standards because of refurbishments and renovation from time to time. Airconditioning and on-site parking or bays dedicated to the building is essential. Minimum ceiling height, less flexible floorplates. Modest landscaping with minimal exterior space.

4. SCOPE OF WORK

4.1 Building technical services requirements:

4.1.1 Heating, ventilation, and air conditioning

- The building must be fully air conditioned.
- The building ventilation must comply with Occupational Health & Safety (OHS) Act 85 of 1993.
- The air conditioners must be well maintained and a preventative maintenance record and schedule to be provided when requested by ETDP SETA.
- All offices must have individual air conditioners. If the air conditioner is centralized, a provision must be made for individuals to control and or /adjust the temperature in their own demarcated areas.
- All air conditioners must be energy efficient, low vibrant, low noise, remote controlled and Modern.

4.1.2 Escalators and lifts

- If the building has more than one floor it must at least have one (1) lift to carry passengers to their leased floor(s).
- The lift must carry a minimum of 8 persons at a time.
- It must be able to carry a maximum of 1000 kg load.
- Must comply with SANS 10400.
- Compliance certificate and maintenance record to be provided when requested by ETDP SETA.

4.1.3 Power supply and Electrical

- The lettable space to ETDP SETA must have its own distribution boards.
- The power supply to ETDP SETA must be metered separately.
- Power factor correction and Auto Vault regulation to be installed, the installations should comply with all relevant laws.
- Each person should be allocated two (2) white plugs and one red plug.
- The building should be fitted with suitable lights and all offices and sections to have their independent control switches.
- Energy saving automatic lights switch (**occupancy sensor**) is compulsory and proof of such facilities must be provided during building handover.

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- A Certificate of compliance (COC) for electrical compliance to be provided as part of the submission/proposal.
- A building should have a back-up power supply in case of power outages. Back-up power supply to have emergency meter reader.

4.1.4 Ablution

- Male and female ablutions.
- It must accommodate persons living with disabilities.

4.1.5 Fire equipment

- The building fire safety and control systems should be compliant in accordance with the OHS Act 85 of 1993
- The building should be equipped with fire panel system and other fire equipment such as fire extinguishers, hose reels, smoke detectors and sprinklers, etc.

4.1.6 Water supply

- ETDP SETA will require a separate meter for supply of water to its leased space/premises.
- Building must have a back-up water supply.
- Building must have a geyser.

4.1.7 OHS requirements

- The building should be friendly to persons living with disabilities and must cater for their needs.
- It must have facilities which include but not limited to access such as ramp(s), lift(s) and designated and well-equipped ablution for persons living with disabilities.
- The building should comply with the OHS Act 85 of 1993 in terms of emergency/escape routes.
- All relevant OHS signages to be fully installed.

4.1.8 IT infrastructure

The proposed building must have the following IT Infrastructure in place:

- The must have fibre network infrastructure.
- Server room with raised access flooring, environmental temperature control, and fire extinguisher.
- It must have LAN cabling for all offices and open plan workstations with two network points each.
- The landlord must provide switching room with patch and brush panels installed to accommodate 48 ports (ETDP SETA will provide network switch).
- Two network points for boardroom table.
- Network and power points for wall mount boardroom screen.
- Dedicated network point for printing.

4.1.9 Security management and systems

- Building should have fully functioning security systems internally and externally such as perimeter fencing, access control system (Biometric) to the property and lettable area, CCTV cameras, armed response).
- Installations and maintenance at the service provider's cost.
- If a building is a stand-alone property, provision must be made for an intercom system.

4.1.10 Beneficial occupancy

- The building must be readily available from the 01st of October till the official handover date to enable ETDP SETA to fit and install necessary equipment' according to their requirements.
- The lease commencement date will be on the 2nd of January 2024.
- This provision (**beneficial occupancy**) should be rent free as it enables ETDP SETA to prepare the building to their desired state before lease commencement date.

4.1.11 Building maintenance and rates

To keep the building operational the service provider must include all future maintenance charges for the leased period and annual adjustments. Operational rate charges should include, but not be limited to the following preventative maintenances:

- Heating, ventilation, and air conditioning (HVAC) (quarterly)
- Plumbing (annual)
- Electrical supply (distribution boards annual maintenance)
- Fire system and equipment' (annually)
- Washing external windows and facades (quarterly)
- Repair and maintenance of electricals, plumbing, and HVAC (as and when needed)

4.1.12 Tenant installation allowance (TIA)

- Bidders are expected to provide a tenant installation allowance according to the commercial property standard practice or office rental practice.
- The most preferable **TIA** would be a one (1) month rental for each year leased period, For example, 5 monthly rentals for a 5-year lease period.

4.1.13 Interior designer and space planning

- A floor plan depicting workable space/office layout and common area is required.
- A soft copy of Computer-Aided Design (CAD) format must be submitted with the proposal. Floor plans are to clearly indicate escape routes.
- Building to allow for the branding of the office as per ETDP SETA's guidelines.
- Visible signage of the ETDP SETA brand to be provided for at the main entrance to the property.

4.1.14 Property Insurance

- The property must be fully insured by the service provider.
- A valid proof of coverage for the proposed building to be submitted with the proposal.

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5. PROJECT REQUIREMENTS

- Bidders to include annual escalation percentage for lettable area, parking bays and operational costs.
- Bidders to submit separate bids per office of interest.

6. DURATION

- The duration of the lease agreements for each ETDP SETA provincial offices is 5 years.

7. COSTING MODEL

COST COMPARISON FOR THE EVALUATION OF THE PROCUREMENT OF OFFICE SPACE (LEASES) FOR NINE (09) ETDP SETA PROVINCIAL OFFICES.

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

Name of Organisation:						
Provincial Office:						
ITEM DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Monthly Rate per m ²						
Monthly Rate per parking bay						
Monthly Operational costs						
Annual escalation percentage						

ITEM DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Monthly gross rental						
Monthly gross parking bays						
Monthly gross Operational costs						

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SUB-TOTAL						
VAT @ 15% (If applicable)						
TOTAL COSTS VAT INCL						
						 Signature of Bidder

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

8. Evaluation Criteria

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1

8.1. STAGE 1 [Folder A (USB)] - MANDATORY DOCUMENTS

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

STAGE

1. Municipal confirmation of the building physical address (**utility bills**).
2. Floor plans, depicting workable space/office layout and common area is required. The floor plan must be in Computer-Aided Design (CAD) in 3D depicting ETDP SETA office requirements per each provincial office as per the **Annexure A: Inherent Requirements Checklist**.
3. Local government occupancy certificate.
4. Bidders are required to complete in full, all line items and submit the **Annexure A: Inherent Requirements Checklist**.
5. Valid Electrical Certificate of Compliance (**COC**).
6. Valid Occupational Health and Safety (**OHS**) compliance certificate by an accredited body and relevant authority.
7. Beneficial Occupancy confirmation signed letter. As outlined on the scope of work.
8. Tenant Installation Allowance (**TIA**) confirmation letter. As outlined on the scope of work.
9. Property insurance coverage proof.

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10. In the event that a bid is submitted by an Estate Agent or third party or submitted together with an Estate Agent or third party (in co-operation, partnership or joint venture etc.) or is made with the assistance of an Estate Agent or third party then that bid must include proof of that Estate Agent or third party's:
- Registration with an Estate Agents Affairs Board (EAAB)

NB: Service provider must fully complete, sign and submit all the above-mentioned document(s). Failure to submit the above-mentioned documents, will lead to a disqualification.

8.2 STAGE 2 – SITE INSPECTION (BIDDERS ARE NOT TO COMPLETE THIS SECTION)

- (a) The minimum qualifying score for site inspection will be 80 points and bids that fail to achieve the minimum qualifying score will be eliminated.

NO	ITEMS	Score	BEC evaluation score	REMARKS
1.	Office size and parking bays requirements: • The office size is as requested. = 4 • The parking bays are as requested. = 4 • The parking is within the property. = 2	10		
2.	Location, amenities, and property information • The building is 1-3 kilometres from the nearest public transport. = 2 • The building is easily located. = 2 • The building is located near retail shops and other public amenities. =2 • The building has correct zoning for commercial/office area and registered property stand number and street address. =2 • The building registered under the landlord. = 2	10		
3.	Heating, ventilation, and air conditioning: • The building is fully air conditioned.	10		
4.	Escalators and lifts • Building with more than one (1) floor has at least one (1) lift.	10		
5.	Power supply and Electrical: • The building has a back-up power supply and emergency meter.	10		
6.	Ablution: • Male and female ablutions. = 5 • It accommodates persons living with disabilities. = 5	10		
7.	Fire equipment	10		

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	The building is equipped with fire equipment such as: fire extinguishers, hose reels, smoke detectors and sprinklers, etc.			
8.	Water supply: Building has a back-up water supply.	10		
9.	OHS requirements: - The building is accessible and friendly to persons living with disabilities and cater for their needs. = 5 - The building has emergency/escape routes. = 5	10		
10.	IT infrastructure: The building has: Fibre network infrastructure.	10		
11.	Security management and systems: - Building has fully functioning security systems internally and externally such as perimeter fencing, access control system, CCTV cameras, armed response). = 7 - Stand-alone property has intercom system. = 3	10		
	Total	110		

8.3 STAGE 3 [(Folder B) [USB]

PRICING SCHEDULE DOCUMENTS

- Costing Model (**Price must be final, include VAT and signed**)
- Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- Invitation to Bid - **SBD1**
- Declaration of Interest – **SBD 4 (New)**
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

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80/20 preference point system shall be applicable as follows:

✓ Price	80
✓ Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION.

9. Bid Conditions

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will NOT be accepted.
5. Bidders must submit a valid B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) for allocation of points for specific goals.
6. Companies who bid as a joint venture must submit one valid B-BBEE certificate for specific goal points.
7. Specific goals shall not be allocated where supportive documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of 90 days.
9. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
10. All suppliers must be registered on the Central Supplier Database. No bid will be awarded to any supplier that is not registered on the Central Supplier.
11. Companies that are in the process of de-registration in the CIPC will not be considered
12. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

10. Bid Documents / Proposal Packs

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from **12h00 on 30 June 2023**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **"Folder A-Technical Proposal"** and **"Folder B- Financial Proposal"**.

Folder B - (Financial Proposal) Costing Model (Price must be final, include VAT and signed), "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award, Invitation to Bid - SBD1, Declaration of Interest – SBD 4 (New), Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals and B-BBEE certificate or sworn affidavit (If claiming preferential points) – this will be used to verify points to be allocated for specific goals.

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.

All Bids/Proposals **must be hand/ courier delivered to:**

**The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091**

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of 11h00 on **31 July 2023.**

No late submission will be accepted!

11. Closing Date

All proposals should reach the ETDP SETA Offices on or before 11h00 on 31 July 2023.

12. Contact Person

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.

SELECTION PROCESS

Following an adjudication process, a short list will be compiled by ETDP SETA and Bidders duly notified.

GENERAL NOTICES AND POLICIES:

1. LEASE AGREEMENT

Upon conclusion of the proposal process and appointment of the successful Bidder a signed lease agreement and related appendices, will supersede all enquiries, proposals, agreements, negotiations, and commitments whether written or verbal, in respect of the property prior to the execution of the lease agreement.

2. BROAD BASED BLACK ECONOMIC EMPOWERMENT

ETDP SETA supports and promotes Broad Based Black Economic Empowerment initiatives, so all Bidders to supply a valid BBEE certificate – for purposes of claiming preferential points.

3. ACCURACY OF INFORMATION

The ETDP SETA has ensured that all Bidders are provided with as much relevant information as possible. Should there be errors with any of the information communicated in this Bid document, kindly address by email.

4. DOCUMENT PREPARATION COST

All Bidders' costs incurred either directly or indirectly, during the preparation of their respective submission(s) are for the Bidder's account.

5. NO OBLIGATION TO PROCEED

The issue of this Bid does not commit ETDP SETA to any particular course of action. Nothing in this Bid should be construed to constitute a contract or offer to enter into contract and no communication, whether written or verbal, by ETDP SETA personnel or its agents during the Bid process shall create such a contract in respect of the requirements specified in this document. It is further confirmed herein that no employee, agent or representative of ETDP SETA are authorized to commit or bind ETDP SETA in any form and that all terms and conditions relating to this Bid are subject to formal and duly executed lease agreement by the duly authorized officers of ETDP SETA

6. CHANGES TO THE BID

ETDP SETA may alter the space requirements and or specifications at any time during the publication of this bid however, such changes will be communicated to the bidders through the ETDP SETA website prior the closing date.

7. COPYRIGHT AND CONFIDENTIALITY

The specifications are the intellectual property of ETDP SETA

This Bid is for the private use by the Bidders who have responded to this Bid, and it may not transferred or communicated to third parties in any without the express permission of ETDP SETA