

**REQUEST FOR PROPOSALS (RFP) FOR  
APPOINTMENT OF A SERVICE PROVIDER  
FOR THE PROVISION OF OFFICE  
ACCOMODATION FOR A PERIOD OF FIVE  
(5) YEARS IN RESPECT OF THE GAUTENG  
ENTERPRISE PROPELLER (GEP),  
HEIDELBERG SATELLITE OFFICE.  
REF NO: GEP RFP-12-2025**

**RFP CLOSING DATE: 13 JUNE 2025, 11 AM**

**Submissions: Ground Floor, 124 Main Street, Marshalltown, Johannesburg**

**Validity Period: 90 days**

<b>YOU ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR THE REQUIREMENTS OF: APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMODATION FOR A PERIOD OF FIVE (5) YEARS IN RESPECT OF THE GAUTENG ENTERPRISE PROPELLER (GEP), HEIDELBERG SATELLITE OFFICE</b>	
<b>RFP REFERENCE:</b>	GEP RFP-12-2025
<b>CLOSING DATE AND TIME:</b>	13 <sup>th</sup> June 2025 at (11:00) am
<b>RFQ VALIDITY PERIOD</b>	90 days (Commencing from the RFP closing date)
<b>DESCRIPTION</b>	<p>Specification Description:</p> <p><b>NB: Kindly refer to the Terms of reference for complete requirements</b></p> <p>APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMODATION FOR A PERIOD OF FIVE (5) YEARS IN RESPECT OF THE GAUTENG ENTERPRISE PROPELLER (GEP), HEIDELBERG SATELLITE OFFICE</p>
<b>ADD. FOR SUBMISSION</b>	Ground Floor, 124 Main Street, Marshalltown, Johannesburg
<b>ENQUIRY</b>	<a href="mailto:scm@gep.co.za">scm@gep.co.za</a>
<b>Name of Service Provider:</b>	
<b>CSD MA number:</b>	
<b>Signature:</b>	
<b>Date of submission of quotation:</b>	

**Notes:**

1. Bidders must put Name of the bidder, CSD MA number, sign and put submission date on RFP above;
2. Complete supporting SBD documents and submit required with their response and BEE certificate / Sworn Affidavit signed by Commissioner of Oath/equivalent.
3. Only bidders registered on the Central Supplier Database (CSD) will be considered for evaluation.
4. All proposals received after closing time and date will not be considered.

<p><b>BIDDER NAME:</b>.....</p> <p><b>REGISTRATION NUMBER:</b>.....</p> <p><b>ADDRESS:</b>.....</p> <p><b>CONTACT PERSON:</b>.....</p> <p><b>TEL:</b>.....</p>
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**TERMS AND CONDITIONS OF REQUEST FOR PROPOSALS (RFP)**

1. GEP reserves the right not to procure the goods and/or services.
2. Late and incomplete submissions will not be accepted.
3. Any bidder who has reasons to believe that the RFP specification is based on a specific brand must inform the GEP before RFP closing date.
4. Bidders are required to submit BBBEE Certificate or SWORN Affidavit
5. It is the responsibility of the bidder to ensure that GEP is in possession of the bidder's valid BBBEE. The onus is on the bidder to ensure that the GEP receives a valid BBBEE as soon as the validity of the said certificate expires.
6. No services must be rendered or goods delivered before an official GEP Purchase Order form has been received, except in an emergency situation.
7. This RFP will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulations, 2022.
8. Bidders are required to complete all the Annexures
9. Bidders, where applicable, are required to attach all relevant qualifications, experience in the public sector and references.
10. Bidders are required to sign each page of the bid document
11. The GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT shall apply. :  
<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>
12. GEP reserves the right to negotiate with suppliers

**ANNEXURE A**

I, the undersigned (NAME).....certify that :

- i. I have read and understood the conditions of this RFP.
- ii. I have supplied the required information and the information submitted as part of this RFP is true and correct.

**ANNEXURE B: PART A INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
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DESCRIPTION	
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**BID QUERIES TO BE SENT TO [scm@gep.co.za](mailto:scm@gep.co.za)**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	<b>Koketso Moeng</b>	CONTACT PERSON	<b>Oupa Matjie</b>
TELEPHONE NUMBER	<b>011 085 2026</b>	TELEPHONE NUMBER	<b>011 085 2002</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<b>kmoeng@gep.co.za</b>	E-MAIL ADDRESS	<b>omatjie@gep.co.za</b>

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
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**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

**PART B**



**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FOR .....90.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	.....	R.....	.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	.....	R.....	--- days
	.....	R.....	--- days
	.....	R.....	--- days
	.....	R.....	---days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project.....

8. Are the rates quoted firm for the full period of contract?  
\*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

.....

**\*[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –  
(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....  
.....  
.....

2.2 Identity

Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):

.....  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....



2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

1“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2” Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....



## ANNEXURE D: SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\min}$  = Price of lowest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) any other invitation for tender, that either the 80/20 or 90/10 preference points system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is inapplicable, corresponding points must also be indicated as such.)*

*(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Bidder must also submit the following Proof of evidence to claim the allocated points:</b>		
<b>Youth Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy		
<b>Woman Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy		
<b>Ownership by People with Disability</b> – copy of Medical Certificate that is stamped by a medical practitioner		
<b>NOTE: Submitted information will be verified through various platforms.</b>		
Women (requirement is 51 %+ ownership)	10	
Youth (requirement is 51 %+ ownership)	6	
People with disabilities (requirement is 51 %+ ownership)	4	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety

- Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [ CIRCLE APPLICABLE ]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram partem* (hear the other side) rule has been applied; and
  - (e) Forward the matter for criminal prosecution, if deemed necessary.
  - (f) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b> .....
<b>DATE:</b> .....
<b>ADDRESS:</b> .....



**Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)**

In order for the Gauteng Enterprise Propeller (GEP) to consider the bidder’s response to the RFQ / RFP to become a service provider of the GEP, it will be necessary for the GEP to process certain personal information which the service provider may share with GEP for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as “Personal Information”)

The GEP will process the Service Provider’s Personal Information in accordance with the GEP Privacy Policy.

*Access to your Personal Information and purpose specification*

Personal Information will be processed by GEP for purposes of assessing the service provider’s submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the GEP. We may also share the service provider’s Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 (“FICA”). In this regard, the service provider acknowledges that GEP’s authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

*Consent*

By [ticking/clicking] “Yes” and signing below, you agree and voluntarily consent to the GEP’s processing of the service provider’s Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives GEP permission to do so. The service provider understands that it is free to withdraw its consent on written notice to GEP and the service provider agrees that the Personal Information may be disclosed by the GEP to third parties, including GEP’s affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes

No

\_\_\_\_\_  
Supplier Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorised representative, who warrants that he/she is duly authorised.

## TERMS OF REFERENCE

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**BID FOR THE APPOINTMENT OF A  
SUITABLE SERVICE PROVIDER FOR THE  
PROVISION OF OFFICE ACCOMODATION  
FOR A PERIOD OF FIVE (5) YEARS IN  
RESPECT OF THE GAUTENG ENTERPRISE  
PROPELLER (GEP), HEIDELBERG  
SATELLITE OFFICE.**

## 1. PURPOSE

The purpose of this bid is to appoint a suitable independent service provider for the provision of office accommodation for a period of **five (5) years** in respect of the GEP Heidelberg Satellite Office.

## 2. BACKGROUND

The Gauteng Enterprise Propeller (GEP) is a Provincial Government Agency established in terms of the Gauteng Enterprise Propeller Act (No. 5 of 2005), under the guide of the Gauteng Department of Economic Development (GDED) to ensure the development of “Sustainable SMMEs and co-operatives propelled into the mainstream economy of Gauteng.” To achieve this, the GEP has set the following vision for the new five-year term that lies ahead: “Propelling entrepreneurs into sustainable enterprises that contribute meaningfully to inclusive economic growth and job creation.”

It is against this background that GEP seeks to appoint an experienced service provider to provide office accommodation for the Heidelberg satellite office:

## 3. SCOPE OF THE PROJECT/SERVICES

The Service Provider is required to have a full understanding of the Property Industry and the applicable legislation, particularly the Property Practitioner Act No. 22 of 2019, therefore providing the best suited advice as per GEP requirements stipulated below in Section 5. Building Classification (G1) must be stipulated as per the area and must be in line with the National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977), as amended (SANS 10400). Office premises must comply with the Occupational Health and Safety Act No. 85 of 1993 as amended (OHSA).

## 4. SUMMARY OF SPECIFICATIONS

GEP office accommodation requirements.

5.1. The office accommodation required must be within the Lesedi local municipality, central to service all areas in and around the selected area.

5.2. The office accommodation acquired should:

- Allow relatively quick and easy access to the offices by both staff members and GEP clients,
- Be close to public transport interchange facilities such as taxi ranks, train stations and/or bus terminals and other amenities.
- Near other office buildings – must not be a stand-alone, isolated building.
- Only office accommodation space within listed areas will be considered.
- Be conducive to professional work environment.
- Free from traffic congestion and noise.
-

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- A Multi-Tenant building must be aligned to GEP mandate and vision (Not close to buildings that might cause reputational damage to GEP's reputation such as delapidated buildings or questionable business activities).
- The surroundings of the building must be relatively safe and secure.

5.3. The office space acquired must be a minimum of 250sqm.

5.4. The characteristics of the premises must be able to cater for the following:

- Reception and waiting area 10sqm
- Filing storeroom 20sqm
- Stationery storeroom 16sqm
- Consulting room 16sqm \*1
- 20-seater training room,
- Printing area
- Server room 10sqm:
  - Server room should have a secure entry with an access control system with magnetic locks. To monitor and authorise access, the access control system should have a biometric fingerprint reader.
  - Server room should have an air-conditioner and fire suppression (i.e. fire extinguisher or equivalent)
  - The building should have a UPS (Uninterrupted Power Supply) that the GEP servers will be connected to
  - 2 U server rack to accommodate a standard server
  - The server room should have a minimum of CAT 6 cabling for network connectivity
- BA/IO offices 9sqm\*2
- Office assistants 16sqm open area x1
- 4-seater pause area room (This area should be enclosed; this will encourage personnel to take breaks from computers to avoid spilling liquids on electronics and documents)
- Kitchen 9sqm
- 4 parking bays (1 should be for PWD) onsite.
- Building should cater for people with disabilities.

5.6. Building should preferably be on the ground floor. If the building is not flat/ground floor structure, the building should have stairs and lifts.

5.7. Building should accommodate (PWD) people with disabilities and be PWD friendly.

5.8. The building should comply with all laws, regulations and bylaws including Health and Safety compliance.

5.9. The building must allow for the display of GEP branding, internally and signage board externally.

- 5.10. The building must have telephone and computer network points and a power supply system for back up during loadshedding.
- 5.11. Ablution facilities that will cater for all genders and PWD
- 5.12. The building must allow for both artificial and natural ventilation.
- 5.13. **Tenant Installation:** the bidder proposal must include the following documents:
- Floor plans of the building or space being offered,
  - Commitment letter to refurbish the building as per the tenants' specifications,
  - Partitioning as per GEP's specifications where the office is open plan or reconfiguration is required,
  - Air conditioning, preferably split units,
  - Painting with corporate colours,
  - Floor covering with corporate colours,
  - Power skirtings with two power plugs per workstation,
  - Network and telephone points,

## 5. PROPOSED TIMELINES

The identified office accommodation must be ready for occupation by the **1<sup>st</sup> August 2025**.

## 6. ADMINISTRATIVE REQUIREMENTS

**NB:** In order to ensure compliance and streamline the evaluation process, please adhere to the following requirements:

### STAGED APPROACH WHICH WILL BE APPLIED IN THE EVALUATION OF BIDS

Evaluation of the bids will be conducted in two stages as per Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

**Stage One** will be the evaluation of bids on Administration Compliance, and Technical Evaluations.

During these stages, the bidder/s that do not meet the minimum requirements and thresholds as per each stage of evaluation will be disqualified and will not be considered for further evaluation.

**Stage Two** evaluation will be based on Price and Preference points only.

- Price = 80 points
- Preference = 20 points

### STAGE 1A: ADMINISTRATIVE COMPLIANCE

1. Bidder/s must complete, sign (where required), and submit all pages of Tender Bid Documents Section 1 (RFP- Request for Proposal) and Section 2 (Price Schedule – Professional Services).
2. Submission of fully completed and signed Standard Bidding Documents (SBD 01, SBD 04, and SBD 6.1)
3. Submission of completed and signed Protection of Personal Information Act Consent form
4. If there will be a share of services between Tenderer i.e., Joint Venture/Consortium, all participating parties must submit the following supporting documents:
  - Service Agreement stating the roles and the share percentage of the value of the undertaken project signed by all parties, i.e., Letter of Authority from both or all companies bidding for this tender.

**OTHER REQUIRED DOCUMENTS:**

- A valid Tax Compliance Status (TCS) Pin code issued by the South African Revenue Services (SARS)
- A Valid B-BBEE Certificate or Sworn Affidavit.
- Provide the latest independently reviewed financial statements with comparative years, alternatively, if no audited annual financial statements are available, provide the latest management accounts with comparative years signed by the accountant. Companies that are not required to be audited must provide a letter from the accountant attesting thereto. Companies that are new or dormant are not required to submit audited financial statements.
- Full Central Supplier Database (CSD) report.
- A valid copy of the Company and Intellectual Property Commission (CIPC) Certificate.

**7. EVALUATION CRITERIA**

The bid will be evaluated and adjudicated in terms of the Public Finance Management Act (Act No. 1 of 1999), Preferential Procurement Policy Framework, Act no 5 of 2000, and Preferential Procurement Regulations 2022.

**7.1. Compulsory Requirements:**

Failure to submit all compulsory requirements will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered further. Letters of undertaking or commitment from landlord can submitted for compulsory documents for bid purposes

Requirement	Proof of Evidence
<ul style="list-style-type: none"> <li>• The building must be zoned by local authority for office, business, or commercial purposes. The bidder must provide GEP with the zoning certificate</li> </ul>	Copy of Municipal Zoning certificate
<ul style="list-style-type: none"> <li>• Property Information Details: Service providers must submit a proposal clearly detailing all aspects with regards to the building including physical address, property size, building layout, amenities, etc.</li> </ul>	Title deed (Owner)/Authority to let and property disclosure form
<ul style="list-style-type: none"> <li>• . Letters of undertaking or commitment from landlord</li> </ul>	Letter of commitment

**7.2 Technical / Functionality Evaluation:**

Functionality Criteria	Description	Weightings
<p><b>Reference letters or Lease agreements– Provision of Office Accommodation Services: 15 points</b></p> <p>Reference letters or Lease agreements issued by the Bidders’ previous clients/portfolio for similar service rendered must include:</p> <ul style="list-style-type: none"> <li>• Company’s letterhead</li> <li>• Contact person</li> <li>• Contactable telephone numbers</li> <li>• Letters/Leases must be dated</li> <li>• Letters/Leases must be signed</li> </ul> <p>NB: Lease agreements must provide details of the client as well as the contact details, fees and completely signed by both parties</p>	5 or more references of similar completed project = 15 points	<b>15 points</b>
	4 references of similar completed project = 10 points	
	3 reference of similar completed project = 6 points	
	2 references of similar completed project = 4 points	
	1 references of similar completed project = 2 points	
	No reference provided = 0 points	
<p><b>Project manager Technical Experience: 15 points</b></p> <p>Service provider to provide detailed CV of the nominated personnel who will be managing the project. The CV must detail dates regarding movement from one project to another.</p> <p>NB: some projects may overlap</p> <p><b>NB: Service providers to utilize the attached CV template.</b></p>	10 years and more experience = 15 points	<b>15 points</b>
	6 - 10 years’ experience = 10 points	
	1-5 years’ experience = 5 points	
	0 years’ experience = 0 points	
<p><b>Provision of Maintenance = 10 points</b></p> <p>Proposals should include a clearly defined maintenance plan and maintenance log methodology, setting out the landlord’s responsibility around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-today maintenance of the building, geyser, pest control, etc.). This should include maintenance and service delivery model or approach.</p>	Submission of a clearly defined maintenance plan including model/approach = 10 points	<b>10 points</b>
	Maintenance plan is partially complete =5 points	
	No evidence of a maintenance plan = 0 points	
<b>Total Points</b>		<b>40 points</b>

All bidders who score 24 points or more of the above 40 points will be shortlisted for site visits.

Functionality Criteria	Description	Weightings
<p><b>Accessibility and visibility = 15 points</b></p> <p>Please provide evidence: (Commitment letter on the company letterhead)</p>	<p>The main entrance to and exit from the premises, unimpeded on the main street = 15 points</p>	<p><b>15 points</b></p>
	<p>The entrance to the premises is on the main street with an unimpeded exit to an alternate main street = 10 points</p>	
	<p>Entrance to and exit from the premises on a side street or an alleyway = 4 points</p>	
	<p>Entrance to and exit from the premises through a backstreet = 0 points</p>	
<p><b>Access to Public Transport- 20 points</b></p> <p>• Please provide evidence: (Commitment letter on the company letterhead indicating kilometers from the building to the nearest public transportation facilities) • Please ensure that the public transport details are readily available at the site inspection. i.e., names and routes</p>	<p>Below 1.1km walking distance from public transport services = 20</p>	<p><b>20 points</b></p>
	<p>From 1.1km to 1.5km walking distance of public transport services = 15 points</p>	
	<p>Above 1.5km to 2km walking distance of public transport services = 10 points</p>	
	<p>More than 2 kilometers walking distance of public transport = 0 points</p>	
<p><b>Access to Public Parking Facilities – 15 points</b></p> <p>Please provide evidence: (Commitment letter on the company letterhead indicating meters from the building public parking facility) • Please ensure that the public parking facilities are readily available at the site inspection.</p>	<p>Within 200 - 400 meters of public parking facilities = 15 points</p>	<p><b>15 points</b></p>
	<p>Above 400 - 500 meters from public parking facilities = 10 points</p>	
	<p>Above 500 - 600 meters from public parking facilities = 4 points</p>	
	<p>More than 600 meters from public parking facilities = 0 points</p>	
<p><b>The readiness of the Building: 10 points</b></p> <p>Please provide evidence:</p> <ul style="list-style-type: none"> <li>• Commitment letter on the company letterhead indicating the building's state of readiness,</li> </ul>	<p>Commitment letter and Project Plan = 10 points</p>	<p><b>10 points</b></p>
	<p>Commitment letter OR Project plan = 5 points</p>	
	<p>No Commitment letter OR Project Plan = 0 points</p>	

<p>Moulding Entrepreneurs</p> <p>Growing Gauteng Together</p> <ul style="list-style-type: none"> <li>A detailed project plan showing path from preparation to occupation</li> </ul>		
<b>Total Points</b>		<b>60 points</b>

All Bidders who score LESS than (70 points out of 100 points) on functionality including site visit will not be considered for further evaluation on Price and Preference points

### 8. Special Conditions for Bidder Compliance

- Letters of undertaking or commitment from landlord must be submitted
- Where the building offered is already fitted with the security surveillance cameras, GEP must be provided with access to footage upon request.
- Uninterruptible Power Supply (UPS) Installation**  
The bidder must ensure that before occupation the leased office space is equipped with a reliable Uninterruptible Power Supply (UPS) system. This UPS should provide sufficient backup power during instances of loadshedding or power outages to support continuous business operations.
- Accessibility for Persons with Disabilities**  
For buildings with more than one floor, the bidder must provide suitable access solutions for individuals with disabilities to reach upper floors without using stairs. This may include installing an elevator, chair lift, or similar mechanism that complies with local accessibility standards and ensures the safe and convenient movement of persons with disabilities across all accessible floors of the building.

Requirement	Due
<ul style="list-style-type: none"> <li>Electrical Certificate of Compliance (CoC)</li> </ul>	Valid certificate prior to occupancy
<ul style="list-style-type: none"> <li>Plumbing Certificate of Compliance</li> </ul>	Valid certificate prior to occupancy
<ul style="list-style-type: none"> <li>Fire Equipment Certificate of Compliance</li> </ul>	Valid certificate prior to occupancy
<ul style="list-style-type: none"> <li>Air Conditioning and Refrigeration Certification</li> </ul>	Valid certificate/Letter of Compliance prior to occupancy
<ul style="list-style-type: none"> <li>Occupational Health and Safety Certification/ Occupancy certificate from the municipality</li> </ul>	Valid certificate prior to occupancy after Tenant Installation

9. **Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: The 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**



<p>The specific goals allocated points in terms of this tender</p> <p><b>Bidder must also submit the following Proof of evidence to claim the allocated points:</b></p> <p><b>Youth Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy</p> <p><b>Woman Ownership</b> – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy</p> <p><b>Ownership by People with Disability</b> – copy of Medical Certificate that is stamped by a medical practitioner</p> <p><b>NOTE: Submitted information will be verified through various platforms.</b></p>	<p>Number of points allocated (80/20 system)</p> <p>(To be completed by the organof state)</p>	<p>Number of points claimed (80/20 system)</p> <p>(To be completed by the tenderer)</p>
Women (requirement is 51 %+ ownership)	10	
Youth (requirement is 51 %+ ownership)	6	
People with disabilities (requirement is 51 %+ ownership)	4	

## 10. FINANCIAL PROPOSAL OVERVIEW

All Bidders who score 70 points and more out of 100 points on functionality including site visit above will be evaluated further in terms of the 80/20 preference points system

Item	Cost in Rands over 5 Years				
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Price Component	Monthly cost	Monthly cost	Monthly cost	Monthly cost	Monthly cost
Building	Monthly cost	Monthly cost	Monthly cost	Monthly cost	Monthly cost
<b>Total Cost (Annual)</b>	R	R	R	R	R
<b>Grand Total</b>					R

**Pricing (Attach separate price schedule stating all pricing information including rental rates, parking costs, escalation fees and operational costs)**

**Escalation:** All prices must be VAT inclusive (VAT registered service providers) and must be quoted in South African Rands (ZAR) provide pricing schedule and ceiling price on SBD 3. Any escalation must be clearly indicated without hidden costs

## ENQUIRIES

Enquiries can be directed to the below contacts: **Heidelberg**

- Mr. Oupa Matjie at [omatjie@gep.co.za](mailto:omatjie@gep.co.za)

**CV Template**

**PERSONAL INFORMATION**

<b>Name</b>	
<b>Date of Birth</b>	
<b>Nationality</b>	
<b>Address</b>	

**QUALIFICATIONS**

Qualification	Institution	Year Completed

**PROFESSIONAL EXPERIENCE**

Position	Organization	Start Date	End date	Role & Responsibilities

**REFERENCES**

Name	Organization	Contact Information