

KHULA BUSINESS PREMISES (PTY) LTD

Bylsbridge Office Park
Building 14| Block D | 11 Bylsbridge Boulevard
Cnr Jean Ave and Olievenhoutbosch Road |
Centurion | 0157
PO Box 11011 | Zwartkop | 0051

T +27 12 748 9600
F +27 12 748 9791
E helpline@sedfa.org.za
www.sedfa.org.za

SUBMISSION

To: Supply Chain Department
From: Khula Business Premises (KBP)
Date: Thursday, 13 March 2025

Subject: APPOINTMENT OF A REPUTABLE STRUCTURAL ENGINEERING SERVICE PROVIDER TO CONDUCT BUILDING CONDITIONAL ASSESSMENT, INCLUDING ESTIMATED RE-STATEMENT COSTS AT INGWE DRIVE, EMBALENHLE FACTORIES FOR KHULA BUSINESS PREMISES.

TERMS OF REFERENCE

1. PURPOSE OF THE SPECIFICATION

- 1.1. Khula Business Premises (Pty) Ltd (KBP), a wholly owned subsidiary of the Small Enterprise Development and Finance Agency (**Sedfa**) wishes to appoint a **Professional Service Provider** who is registered with relevant authorities to provide the above service at its property as indicated below.
- 1.2. The main objective of this exercise is to appoint an experienced industry professional to carry out a **Building Conditional Assessment** of a sedfa/ KBP property listed below.
- 1.3. The bidder shall comply with all relevant government legislation as well as comply with **Sedfa's** terms and conditions.

1.4. PROPERTY

Property Name	Address	Use	Size	Location
Embalenhle	Ingwe Drive	Mini Factories	6076m ²	Mpumalanga

2. BACKGROUND

- 2.1. As of 01 October 2024, **sefa**, Seda, and the Cooperative Banks Development Agency (CBDA) have officially merged to form **Sedfa**. The incorporation of **Sedfa** stems from the signing of the National Small Enterprise Amendment Act 2024 (No. 21 of 2024) by President Cyril Ramaphosa on 23 July 2024, and its subsequent gazetting on 30 September 2024. **Sedfa** is a development finance institution, listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority. **Sedfa** complies with both the Public Finance Management Act 1 of 1999 and the Companies Act 71 of 2008.

***Note for SCU only**

RFQ No.	RFQ/KBP/0129
Issue Date	2025/03/12
Closing Date and Time	24 March @ 11:00 am
Compulsory Briefing session	18 March 2025 @ 11:0 am
Closing date for questions and answers	N/A
Method of submission.	vkhosa@sedfa.org.za

3. SCOPE OF WORK

3.1 Preparation of condition-based assessment.

3.2 Report on the findings.

3.3 Detailed assessment of the building (electrical and plumbing installations, roofing, steel structure, bricklaying, firefighting equipment, and walls, flooring etc).

3.4 Draw as built building plans (labelled).

3.5 Preparation of priced bills of quantities (BOQ).

3.6 Preparation of unpriced bills of quantities (BOQ).

3.7 Preparation of Draft RFQ/ Specifications/ Bid documents.

3.8 Recommendation on building occupancy in terms of legislative requirements or applicable building regulations.

PROPERTY INFORMATION

Property Name	Embalenhle Factories
Physical Address	Ingwe Drive & Lekavelane Crescent, Embalenhle, Secunda
Erf	9783 Embalenhle Extension 6, Embalenhle, Secunda
Gross Built Area	2 286 m ²
Type/ Use	Industrial

4. SPECIFICATIONS

The project works covered by this document consists of the **Building Conditional Assessment** for the above-mentioned property.

This Building Conditional Assignment consists inter alia of the following;

- 4.1. Complete a comprehensive building conditional assessment and compile a report reflecting occupational health and safety requirements and non-compliance/breaches observed at the property e.g., firefighting equipment, electrical reticulation, ventilation, etc.
- 4.2. Provide a detailed table of Bill of Quantities in line with reinstatement findings
- 4.3. Make recommendations on building occupancy in line with legislative requirements or applicable building regulations (OHS Act, Municipal by-laws, etc).

5. EVALUATION CRITERIA

5.1 This RFQ will be evaluated in three (3) phases as follows:

- **Phase 1**- Administrative Compliance Requirements (Initial Screening Process)
- **Phase 2** – Mandatory Requirements
- **Phase 3** - Price and Preference (Specific Goals).

5.2 Phase 1 - Administrative Compliance

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report.
- b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- (d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
 - o In bids where Consortium, Joint Ventures and Sub-Contractors are involved, each party must submit separate proof of TCS or pin
- (e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers, shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

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

6.1 Phase 2: Mandatory Requirements Evaluation

No	Mandatory	Comply / Not Comply
1.	The bidder must provide valid proof of registration as a Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP)/ OR as an Architect with the South African Council for Architectural Profession (SACAP).	

Bidders that fail to comply with all the mandatory requirements will not be considered for further evaluation, and they will be automatically disqualified.

6.2 Phase 3 - Price and Specific Goals

6.2.1. This RFQ will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFQ price is estimated to be less than R 50 00 000.00, RFQ responses will be evaluated on the 80/20 price & specific goals.

6.2.2. The price quotations must be inclusive of all applicable taxes (including VAT).

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

This tender's applicable preference point system 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 in table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women's Ownership	5

Criteria	POINTS
	(80/20 system)
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 10 points, and between 51% - 99% black-owned entities will score 4 points.

Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a BBEE Certificate accredited by SANAS or a BBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.

Black Designated Group means:

- a. Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.
- b. Black people who are youth as defined in the National Youth Commission Act of 1996.
- c. Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- d. Black people living in rural and underdeveloped areas.
- e. Black military veterans qualify to be called military veterans in terms of the military veteran Act 18 of 2021.

7 ENQUIRES

For the duration of this RFQ until the eventual appointment of the bidder and Contracting, **ALL** inquiries regarding this tender **MUST** be addressed to Supply Chain Office at procurement@sefa.org.za

8 SITE INSPECTION

Name : Nonhlanhla Mazibuko
Tel : 074 667 4023
Email : nonhlanhlamz@sefa.org.za

Name : Kamogelo Malaka
Tel : 083 344 9907
Email : kamogeloma@sefa.org.za