



REQUEST FOR PROPOSALS: RFP 2024 - 001

**OFFICE RENTAL SPACE AND PARKING BAYS FOR KZN GROWTH FUND TRUST IN THE DURBAN AREA
FOR A PERIOD OF FIVE (5) YEARS KZN GROWTH FUND TRUST**

CLOSING DATE: 26 MARCH 2024

CLOSING TIME AT 11:00 AM

Issued by:

KZN Growth Fund Trust
28th Floor, 303 Dr Pixley KaSeme Street
Durban
4001

Procurement Enquires:

Supply Chain Management Unit
Email: scm@kzngf.co.za
Sijabulile Ntshangase
Tel: 031 372 3720

Name of Bidder:

REQUEST FOR PROPOSAL

KZN GROWTH FUND TRUST, 28TH Floor, Dr Pixley KaSeme Street, Durban, 4001 (Hereinafter referred to as ("KGFT"))

BID NUMBER: **KGFT RFP 2024/001**

CLOSING DATE: **DATE**

TIME: **11:00 AM**

DESCRIPTION: **OFFICE RENTAL SPACE AND PARKING BAYS FOR KZN GROWTH FUND TRUST IN THE DURBAN AREA FOR A PERIOD OF FIVE (5) YEARS KZN GROWTH FUND TRUST**

COMPULSORY
BRIEFING:

Yes

X

No

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C.1 TENDER NOTICE AND INVITATION TO TENDER

KZN Growth Fund Trust seeks to appoint a Service Provider that will offer KGFT Office rental and Parking Space for a period of five (5) years.

The tender document will only be available via **eTenders and KGFT Website**.

A Compulsory Briefing Session will be held as per the below:

Date: 01 MARCH 2024

Time: 09:00 am

Method: Online via Teams

Meeting ID: 367 650 474 600

Passcode: hv4hwv

Submission:

One original and one electronic copy on a USB flash drive (flash drive must not be encrypted) must be submitted.

The proposals shall be submitted in sealed envelopes delivered at KZN Growth Fund Trust 28th Floor, 303 Dr Pixley KaSeme Street, Durban, 4001 and should be deposited in the box located at the reception. The closing time for receipt of tenders is **26 March 2024 @11h00 am**.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to scm@kznqf.co.za

Tenders may only be submitted on the original tender documentation that is issued by KGFT written in black ink.

KGFT does not bind itself to accept the lowest or any bid and consider any bid for appointment

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF KZN GROWTH FUND TRUST					
BID NUMBER:	KGFT-RFP 2024/001	CLOSING DATE:	26 March 2024	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING OF OFFICE SPACE AND PARKING FOR THE KWAZULU-NATAL GROWTH FUND TRUST FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
KZN Growth Fund Trust					
28 th Floor, 303 Dr Pixley KaSeme Street					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sijabulile Ntshangase		CONTACT PERSON	Nothando Mvelase	
TELEPHONE No.	031 372 3720		TELEPHONE NUMBER	031 372 3720	
E-MAIL ADDRESS	scm@kzngf.co.za		E-MAIL ADDRESS	scm@kzngf.co.za	
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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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
[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]
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	
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.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
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 WWW.SARS.GOV.ZA .
2.4 BIDDERS SHOULD ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN 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 OR THE REPRESENTATIVE

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

DATE:

C.2 BIDDERS INFORMATION

All bidders must furnish the following particulars and include it in their submission (returnable documents)

Name of bidder:

.....

Trading name

.....

Company registration number

VAT registration number

.....

Workman's compensation number

Tax Clearance Certificate
/CSD Report submitted

.....

Postal address:

.....

Street address:

.....

Telephone number:

Code

Number

.....

.....

Cellular number:

.....

Facsimile number:

Code

Number

.....

.....

e-Mail address:

.....

In case of a joint venture, full details on joint venture members:

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Name of contracting entity in case of a consortium/joint venture

Entity name: _____

Postal address: _____

Street address: _____

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Name and Surname _____

Telephone number: Code Number

Cellular number: _____

Facsimile number: Code Number

e-Mail address: _____

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

.....

Telephone number:

Code

Number

.....

Cellular number:

.....

Facsimile number:

Code

Number

.....

e-Mail address:

.....

Confirmation

Are you the accredited representative in South Africa for the services offered by you: YES / NO

Declaration

I/We have examined the information provided in this bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Are you duly authorised to commit the bidder:

YES / NO

SIGNATURE:of person authorised to sign the tender)

C.3 INTRODUCTION AND TERMS OF REFERENCE

KZN Growth Fund Trust (KGFT) was set up in 2008 as an initiative of the KZN Government's Department of Economic Development, Tourism and Environmental Affairs (EDTEA) to administer a unique public private partnership that would unlock funding gaps in transitions that would create jobs, enable and promote BBEE participation in business and growth in the economy.

Vision

To be KZN's leading development financier and impact investor.

Mission

To provide competitive and innovative financing solutions to private sector investments that propel socio-economic growth for a better future.

Values

Respect, accountability, integrity, stewardship and entrepreneurship.

Procurement Philosophy

It is the policy of KGFT, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its B-BBEE Policy.
- b) The promotion of national and regional local service providers and agents before considering overseas service providers; and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of the Fund's Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within the Fund.

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers. We strive for continuous improvement in our critical business areas and seek to establish relationships with service providers that are equally passionate in their quest for better quality, price and service.

SPECIFICATION

1. SCOPE OF PROJECT

The KGFT seeks to lease office space in the surrounding areas of Durban CBD, the premises to be leased should be approximately 1328 square meters. The duration of the contract will be for five years and is anticipated to begin on 01 August 2024, with an option to Extend for a further 04 Years And 11 Months. However, the extension for a 04 Years And 11 Months will not attract any escalation for the first year. Escalation for Year 2 and beyond will not exceed 7%. **NB: m² should not be less than what is indicated, can be negotiated if more.**

2. PROJECT BACKGROUND:

The purpose of this request is to solicit bids from interested BIDDERS in order to provide suitable office accommodation for KGFT, Durban. Currently KGFT is housed in Durban, 303 Dr Pixley KaSeme Street.

Bidders are therefore requested to submit bids for existing or new buildings to sufficiently and suitably accommodate this functional needs as per the below scope/specification.

3. DETAILED PROJECT SCOPE OF WORKS:

	<u>NOTE:</u> The Following documents will be required prior to occupation (The KGFT reserves the right to withdraw / cancel the award should the bidder fail to comply with this requirement)
1	Electricity compliance certificate -
2	Fire Regulation - compliance certificate
3	Disability Accessibility compliance certificate -
4	Health and Safety compliance certificate -
5	Occupation certificate
6	Certificate of Compliance to the National Building Regulations
7	And any other legally required certification.

4. DURATION

PERIOD OF LEASE: 5 years with the KGFT reserving an option to extend for a further period not exceeding 4 years and 11 months, if so required by Provincial Treasury at the time. This extension will be subject to the KGFT considering the landlord's performance in terms of maintenance of the building during the 5-year period. AND SHOULD THE KGFT WISH TO EXERCISE THE EXTENSION OPTION THE RATE FOR YEAR ONE OF THE LEASE WILL APPLY AND THERE WILL BE NO ESCALATIONS THEREOF.

This clause does not intend to create expectation for automatic lease extensions/renewals but to address the period wherein the User remains in occupation and the Lessee makes rental payments.

5. RESPONSE REQUIREMENTS

5.1 Technical Mandatory Requirements

5.1.1 Property Ownership

	Comply	Not Comply
<p>Bidder should ideally be the owner of the property offered. If not the owner, evidence of an agreement between the agent and the owner must be submitted.</p> <p>A signed deed of sale agreement will be considered for property that is in the process of being purchased by one entity to another.</p> <p>Compliance requirements:</p> <ul style="list-style-type: none">i) Certified copy of the title deed / certified windeed printout (department reserves the right to verify the correctness of windeed) if owner is directly bidding; orii) Attach both certified copies of the title deed and copy of agreement / signed mandate letter / lease agreement, if bidding as an agent / broker / independent company using another person. oriii) Copy of fully signed Sale Agreement, together with the Tittle Deed of the current owner of the building.		
Substantiate / Comments		

5.1.2 Property Size and Space Planning Requirements

	Comply	Not Comply
<p>The building must comprise of approximately 1328m² (Plus Gross Lettable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices.</p> <p>The bidder must provide a space planning layout as per the client's needs, refer to page 16 - 22.</p> <p>Annexure required:</p> <ol style="list-style-type: none"> Bidder to provide letter from registered architect confirming the minimum gross lettable area. Plan to also depict the Emergency and Evacuation Routes/points. Plan to be signed off by the Professional Architect. 		
Substantiate / Comments		

5.1.3 Provision of Parking Bays

	Comply	Not Comply									
<p>1.3.1.1 The Bidder must submit a parking plan, signed off by the Professional Architect, indicating the availability of required parking bays.</p> <p>Parking Requirements:</p> <ul style="list-style-type: none"> Total Parking (on site) required 40 parking bays. <p>Compliance requirements:</p> <ol style="list-style-type: none"> Parking bays of 100% to be available within the same building OR 70% of the parking bays to be within 100m of the building Google Maps print out indicating the distance between offered building and offsite parking together with lay out plans If the Bidder is sub-contracting the parking's to the KGFT, the proof of the lease agreement must be provided) If the offered parking bays are not in the same building the bidder must provide proof of address for offered parking <p>Required Parking bays to be provided on site 40 made up of the following categories</p> <table border="1"> <thead> <tr> <th></th><th>Type of parking</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td></td><td>Undercover</td><td>39</td></tr> <tr> <td></td><td>Bays for people with Disabilities</td><td>01</td></tr> </tbody> </table> <p>3.1 In the event where 40 parking bays are not available on offered building, the bidder must have at least 70% of the required parking bays inclusive of the disabled parking on site and the balance of 30% parking bays can be provided off-site. However, they should be within 100m radius from the offered building.</p> <p>3.2 Parking must be secured, access control and guarded 24 hours</p>		Type of parking	Quantity		Undercover	39		Bays for people with Disabilities	01		
	Type of parking	Quantity									
	Undercover	39									
	Bays for people with Disabilities	01									
Substantiate / Comments											

5.1.4 Building Support Services

	Comply	Not Comply
<p>BUILDING SUPPORT SERVICES-</p> <p>5.1.4.1 Business Continuity Plan signed by the Bidder i.r.o the following;</p> <ul style="list-style-type: none"> i. Water (back-up water tank for a 12-hour period to service toilets; available drinking water in the instance of disruption of municipal services) ii. Electricity (provision of functional back up electricity supply that will service 100% capacity to the leased premises in the event of municipal disruption and loadshedding), energy saving e.g. globes and motion sensors, use of solar panels, natural lighting. <p>5.1.4.2 The Bidder must submit a letter of Commitment that confirms the provision of potable back up water and electricity supply, which will be made available prior t to the client taking occupation of the building.</p> <p>5.1.4.3 Latest Occupation Certificate of the Offered Building if it is an existing building that was previously occupied. If it is a partially constructed building, this will not apply however, this certificate will be required prior to occupation.</p> <p>5.1.4.4 Bidders must provide a letter from the Fire Department confirming full fire compliance of the offered premises. If the offered premises is partially constructed building, this will not apply however, this certificate will be required prior to occupation.</p> <p>5.1.4.5 Bidder must submit a letter confirming the last service date of all Fire Alarm, Fire Extinguishers and Fire Hoses</p> <p>NB: The Department reserve the right to withdraw or cancel the award at any stage should the bidder fail to comply with the above requirements.</p>		
Substantiate / Comments		

5.1.5 Zoning of Premises

	Comply	Not Comply
<p>Buildings must be zoned either; Commercial; Office or Public Buildings</p> <ul style="list-style-type: none"> • Bidder must provide Town planning certificate from Local Municipality confirming the zoning 		
Substantiate / Comments		

5.1.6 Location of Offices

	Comply	Not Comply
<p>The offered building must be in a public transport route and 10km radius from KGFT Office (303 Dr Pixley KaSeme Street, Durban)</p> <p>Compliance Requirements:</p> <p>(i) Google Maps satellite print out indicating the requirement.</p>		
Substantiate / Comments		

5.1.7 Maintenance Plan

	Comply	Not Comply
<p>Bidder to submit a comprehensive plan detailing the maintenance scheduling for the lease duration i.r.o the following;</p> <p>(i) All categories (structural; mechanical; electrical; plumbing; upgrading of finishes, as required; etc)</p> <p>(ii) Dates of planned maintenance</p> <p>(iii) Provision for dealing with unplanned maintenance and turnaround time</p> <p>(iv) Plan to include sub-contractors and also address issue of locality; targeted groups and job creation for the lease period.</p> <p>NB! If the building was previously (in less than 2 years) / is occupied by Government Departments reference will be sought from that Department/s confirming maintenance history, and the cooperativeness of the landlord.</p> <p>The department reserves the right not to award if the reference is negative. The bidder to declare of such occupation.</p>		
Substantiate / Comments		

5.1.8 Building Grade

	Comply	Not Comply
<p>The service provider must provide a building which is Grade A / B.</p>		
Substantiate / Comments		

5.1.9 Amenities

	Comply	Not Comply
The service provider must provide a building with the following amenities or more:		
• pause area(s)		
• good conditioned rest rooms (refer to page 27)		
• Air-conditioned offices		
• Air condition remains the responsibility of the landlord		
Substantiate / Comments		

Failure to meet the above prequalification (MANDATORY REQUIREMENT) will lead to immediate disqualification

5.2 TECHNICAL NON-MANDATORY REQUIREMENTS

5.2.1 Proximity

	Comply	Not Comply
The service provider must provide a building which is on the street level. Proximity to public transport		
Substantiate / Comments		

5.2.2 Adequate Space

	Comply	Not Comply
The service provider must provide a building which has adequate space in voids for reticulation.		
Substantiate / Comments		

5.2.3 Accessibility

	Comply	Not Comply
The service provider must provide a building which is accessible to clients, suppliers, and people with disabilities.		
Substantiate / Comments		

5.2.4 Safety

	Comply	Not Comply
The service provider must provide a building which is secured or a neighborhood which is safe.		
Substantiate / Comments		

6. GENERAL REQUIREMENTS

- 6.1 KGFT requires proposals for Grade A / B or Higher-Grade rental office space approximately 1328 m² in Durban within a maximum radius of 10 kilometres from the current office, situated at Delta Towers, 303 Dr Pixley Kaseme Road, Durban. The preferred location should be accessible by public transport as well to people with disability.
- 6.2 KGFT requires occupation of the facility between 01 August 2024 to 31 July 2029. Any alteration / renovation (if any) must be completed prior to the occupation date.
- 6.3 The service provider shall appoint all relevant Construction Contractors and Consultants for the building upgrade to suit KGFT requirements.
- 6.4 The service provider shall provide a project plan for the completion of Tenant Installation as well as manage on behalf of KGFT timelines, cost, and quality attribute of the project. It must be noted that the time provided for the refurbishment of existing buildings is not to exceed 03 Months from date of sign off on layout plans. Sign off on plans should not be unreasonably delayed.
- 6.5 The Service Provider shall handover the building with an approved occupancy certificate from the council, COCs (Certificate of Compliance) and as built drawings and manuals. IT and data installations must be conducted with KGFT ICT department / service provider, and all installations must be approved by KGFT ICT department. The work to be done in accordance with the relevant ICT standards.
- 6.6 The service provider shall provide minimum of eight (8) weeks beneficial occupation period for KGFT to conclude the move in the official post practical handover.
- 6.7 The toilets accessories to be provided by the Service Provider must have Towel Dispenser, Seat Wipe Dispenser, SHE Bins, Hand Soap Dispensers, Automatic Air Freshener and Auto Janitors.

7. PREMISES

The premises should make provision for the following:

7.1 Office Space

Function Requirements	Space requirements	Size per m ²	Quantity	Total Space (Total Construction Area)	Office Specification
OFFICE OF THE CEO					
Top Management	Chief Executive Officer (CEO)	22 m ²	01	22 m ²	Soundproof enclosed office, with dry wall and glass panel. Security system. Interleading door to the executive boardroom and PA's office. High level security doors.
Personal Assistant to CEO	Personal Assistant to CEO	14 m ²	01	14 m ²	Office linked to the CEO's office
Middle Management	Marketing Manager	18 m ²	01	18 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Middle Management	Company Secretary	18 m ²	01	18 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Middle Management	ICT Manager	18 m ²	01	18 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.

Officer	Officer: IT	16 m ²	01	16 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Officer	Company Secretary Assistant	08 m ²	01	08 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Interns	Marketing Intern and Company Secretary Intern	08 m ²	2	16 m ²	Open space – 1200 mm high cluster partitioning.
Server room	Server room	25 m ²	01	25 m ²	Room with concrete wall, no windows and fireproof steel door. Must have a split unit 1800 BTU Air conditioner
IT Storage	IT Storage	12 m ²	01	12 m ²	Room with concrete wall, no windows and fireproof steel door.
RISK AND COMPLIANCE DEPARTMENT					
Executive	Chief Risk Officer	22 m ²	01	22 m ²	Enclosed office, with dry wall and glass panel.
Middle Management	General Legal Counsel and Principal Post Monitoring	18 m ²	02	36 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Interns	Legal Intern Risk Intern	08 m ²	2	16 m ²	Open space – 1200 mm high cluster partitioning.

Legal	Legal and Recoveries; Legal Officer	16 m ²	02	32 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Officer	Risk and Compliance Officer; Credit and Post Investment Monitoring Officer; Risk, Legal & Compliance Officer Special Projects	16 m ²	04	64 m ²	Open space – 1200 mm high cluster partitioning.
Strong room	Storeroom	20 m ²	01	20 m ²	Room with concrete wall, no windows and fireproof steel door.
PROJECTS AND INVESTMENTS DEPARTMENT					
Executive	Chief Investment Officer	22 m ²	01	22 m ²	Enclosed office, with dry wall and glass panel.
Project Administrator	Project Administrator	16 m ²	01	16 m ²	Open space – 1200 mm high cluster partitioning.
Middle Management	Principal Equity Officer; Principal Debt Officer	18 m ²	02	36 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Investment Officers	Investment Officers	16 m ²	04	64 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.

Investment Analysts	Investment Analyst	16 m ²	04	64 m ²	Open space – 1200 mm high cluster partitioning.
Interns	Investment Interns	08 m ²	2	16 m ²	Open space – 1200 mm high cluster partitioning.
Strong room	Storeroom	20 m ²	01	20 m ²	Room with concrete wall, no windows and fireproof steel door.
HUMAN RESOURCES MANAGEMENT					
Executive	Executive Manager Human Resources	22 m ²	01	22 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Officer	Human Resources Officer	16 m ²	01	16 m ²	Enclosed office, with dry wall and glass panel.
Interns	Human Resources Interns	08 m ²	1	8 m ²	Open space – 1200 mm high cluster partitioning.
Facilities Storeroom	Facilities Storeroom	20 m ²	01	20 m ²	Room
Human Resources Storeroom	Human Resources Storeroom	20 m ²	01	20 m ²	Room with concrete wall, no windows and fireproof steel door.
Sick Bay Room	Sick Bay Room	16 m ²	01	16 m ²	Room
Cleaners Room with lockers	Cleaners Room	08 m ²	01	8 m ²	Room

FINANCE AND SCM					
Executive	Chief Financial Officer	22 m ²	01	22 m ²	Enclosed office, with dry wall and glass panel.
Middle Management	Finance Manager; SCM Manager; Financial Accountant; Management Accountant	18 m ²	04	72 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Officer	Financial Administrator, Youth Fund and SCM	08 m ²	03	24 m ²	Open space – 1200 mm high cluster partitioning.
Interns	Finance and SCM Interns	08 m ²	2	16 m ²	Open space – 1200 mm high cluster partitioning.
Strong room	Storeroom	20 m ²	01	20 m ²	Room with concrete wall, no windows and fireproof steel door.
Special Projects					
Assistant managers	Operation Vula Fund Team leader	16 m ²	01	16 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
Officer	Operation Vula Fund Administrators	08 m ²	04	32 m ²	Open space – 1200 mm high cluster partitioning.

Other Areas					
Officer	Reception / Security and waiting area	100 m ²	01	100 m ²	Open space
Pause Room	CEO Pause Room	16 m ²	01	16 m ²	Room
Main Boardroom (Soundproof)	Boardroom	40 m ²	01	40 m ²	Concrete wall, Reinforced ceiling, Soundproof including Serving area with counter
Boardroom (Soundproof)	Executive Boardroom linked to the CEO's office	36 m ²	01	36 m ²	Concrete wall, Reinforced ceiling, Soundproof
Boardroom (Soundproof)	Boardroom / Meeting Rooms	20 m ²	02	40 m ²	Concrete wall, Reinforced ceiling, Soundproof
Boardroom (Soundproof)	Boardroom / Meeting Rooms	16 m ²	01	16 m ²	Concrete wall, Reinforced ceiling, Soundproof
Auditor's offices	Assistant Managers	16 m ²	01	16 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
General	Private Telephone Room	4 m ²	2	8 m ²	Enclosed office, use full height acoustic demountable partitioning and glass panel.
SCM Storeroom	SCM Storeroom	16 m ²	01	16 m ²	Room with concrete wall, no windows and fireproof steel door.
Marketing Storeroom	Marketing Storeroom	16 m ²	01	16 m ²	Room with concrete wall, no windows and fireproof steel door. Preferably on the ground floor.
Print Stations	Print Stations	09 m ²	03	27 m ²	Open spaces

Main Kitchen	Main Kitchen / Canteen	50 m ²	01	50 m ²	Kitchen facilities with built-in cupboards and Hydroboil
Kitchen	Kitchen - CEO	20 m ²	02	40 m ²	Kitchen facilities with built-in cupboards and Hydroboil
Total				1328	

8. OFFICE PROPERTY

8.1 Office Property

Provision of space including but not limited to office accommodation for KGFT.

Office space	SANS 10400
Facilities for persons with disabilities	SANS 10400 Part S

8.2 Building Regulations and Compliance

The leased premises existing shall comply with the latest local council by-laws and the National Building Regulations. Any program to prepare the premises to be legally compliant must be submitted as part of the required returnable documentation.

8.3 Parking

A minimum of 5 parking bays per 100m². The parking bays should not be less than 5000 mm in length and 2500 mm in width. The distance between bays should allow for vehicles to reverse with a minimum dimension of 7500 mm for 90 degrees parking, 4800 mm for 60 degrees parking, 3800 mm for 45 degrees parking and 3500 mm (side back-out) for parallel parking.

Paraplegic parking bays should be as per SANS 10400 – Part S (3500 mm x 5000 mm).

The below must apply for disabled parking bays:

- Parking for disabled users must be located close to the entrance of the building/s, on a level surface.
- Provide a minimum of 1/200 disabled parking bays as per SANS 10400 – Part S.

Parking must be clearly demarcated for the use by disabled persons only.

9. KGFT FACILITIES STANDARD

9.1 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM

The ventilation of the building must be in accordance with requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and SANS 10400. The premises must be fully air-conditioned, with all the maintenance being the responsibility of the bidder. The ambient temperature of all centralised air-conditioning units required will be 22°C. (Minimum variance 2°C up or down).

Split units or separately regulated air-conditioning units may be installed in cellular offices, meeting rooms (4 seaters – 12 seaters) and common areas.

The air-conditioning installation / units must have a remaining life expectancy of the lease term. A Mechanical Engineer's assessment report in this regard must be submitted with the Request for Proposal (RFP). Provisioning must be made for the air conditioning to be on a timer mechanism. Air-conditioning in the server room should not be centralised but have a separate controller.

9.2 TOILET FACILITIES

The landlord must provide a fully functional and/or refurbished ablution facilities (to the satisfaction of KGFT) as per SANS 10400 Part P – DRAINAGE to accommodate 60 employees. The facilities should be for both Ladies and Gents and people with special needs. The building should allow for separate visitor's ablution facilities.

5.2.1 Sanitary Fixtures for Building (SANS 10400-1990)

A waterproof vanity slab (or similar and approved vanity top) around all basins and a mirror to comply with SANS standards. Hot and cold water as per SANS 10252 (SABS 0252-2) to be provided on each basin.

5.2.2 People with Disabilities

People with disabilities have a right of access to the facilities and services that the building offers in any location. Access must be provided to the site and building as well as to every facility in the building. (SANS 10400 Part S).

Toilet facilities for people with disabilities (employees and visitors) must be provided for, according to the National Building Regulations, SANS 10400 Part S – Facilities for persons with disabilities, all facilities for people with disabilities to be approved with grab rails. It must also be noted that KGFT is committed to providing amenities to people with disabilities.

- Maximum allowable travel distance to disabled WC from every point in the building should not exceed 200 m.
- All dimensions and set out to comply with SANS 10400-part S.

9.3 WATER SUPPLY

The municipal water supply to the premises shall be metered separately from other tenants. The facility to allow for a backup of water to be used for at least eight (8) hours of normal use at the required pressure.

9.4 ELECTRICAL SUPPLY

The electrical power supply shall be metered separately and there must be a power factor correction equipment in place. The relevant Municipal Authority shall also confirm the power supply stability. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply must be provided to increase demand at peak times up to 20% of normal use.

9.4.1 Standby / Emergency Power Supply (Generator)

The building should come with a backup diesel electric generator with capacity to power up the whole building and it is the responsibility of the landlord to ensure that there is fuel every time.

9.4.2 Power Points

Power points to be provided as per KGFT requirements and in accordance with the SANS 10142.

- In offices: one normal plug and one red dedicated plug.
- The total amount of power points to be provided in the office space to accommodate the number of officials (50) as per the organisational structure.
- Single-phase 15 Amp socket outlet in passages and operational areas shall be provided for cleaning and maintenance tasks and shall be wired separately from the power supply to the main operational areas. The minimum distance for the repetition of these points should not be less than 15m.

9.4.3 Uninterrupted Power Supply (UPS) Requirements

The Uninterrupted Power Supply system must be provided by the landlord, including its network, equipment, and electrical connections. The areas to be supplied by with UPS to be determined during the tenant installation process.

9.4.4 Emergency Power – Configuration

The entire leased premise to be fully functional during any power failure via standby generator(s). The capacity of the generator and electrical design/installation must provide for the requirement. Generator to power Lifts, Emergency lights, water tanks and the red plugs.

9.4.5 Lightning Protection

The building shall have sufficient lightning protection, in compliance with SANS 10313: 2012 – Protection against lightning – Physical damage to structure and life hazard.

9.4.6 Lighting

All interior lighting shall conform to SABS 0114 – 1:1996 and SANS 10400 Part O – Lighting and Ventilation, for building classification G1.

Light positions should be co-ordinated with the office layout, with a degree of flexibility.

Lux levels to comply with OHS Environmental Regulations.

- Lighting to comply with SANS 10144 – 1:2005 Edition 3 for interior.
- SANS 10144 – 1:2005 Edition 3 interior lighting Part 1: Artificial Lighting of interiors.
- SANS 10144 – 2:2009 Edition 1.2 Part 2: Emergency lighting.

Lighting levels on stairways and in corridors/routes, both internally and externally, are an important part of safe vertical circulation, along with nosing on stairs and handrails.

All means of escape routes, which are route that are normally unfamiliar to building users, require adequate lighting to find and locate the exit.

9.5 FIRE PROTECTION AND RISK MANAGEMENT

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 Part T – Fire Protection. It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB SA) report be submitted, along with other information regarding fire compliance. Provision, Certification, continuous maintenance of the installation and equipment will be the responsibility of the landlord for the duration of the lease period. Annual servicing of the firefighting equipment is the sole responsibility of the bidder.

9.6 VERTICAL MOVEMENTS FOR OFFICE SPACE

9.6.1 Stairs

Stairs should allow free and easy flow of staff and clients. The minimum width for the stairway will be 1200 mm. If a stairway forms part of an escape route, such stairways shall comply with SANS 10400 Part T 4.23.

9.6.2 Lift (s), hoist, and Escalators Maintenance Contract

The offer shall at full occupation provide for the rand value including VAT of an anticipated or actual maintenance contract, per lift or hoist, and shall be certified by an Independent Lift Engineer as a fair maintenance cost. The maintenance cost will be the responsibility of the landlord. The maximum turn-around time to attend occupied stop or break down to be 30 minutes and one (1) hour for unoccupied stops.

9.7 CARRYING CAPACITY OF FLOORS

The bidder shall issue a certificate, signed by an Independent Professional Engineer (Registered with Engineering Council of South Africa: ECSA) confirming the carrying capacity of such areas. The certificate will only be required once a bid is elected to be approved or as an additional information upon request from KGFT.

9.8 ACOUSTIC AND NOISE FOR OFFICE SPACE

All outside noise shall be reduced to an agreed acceptable level that allows people to perform their functions in compliance with relevant Acts, Regulations and Municipal by-laws.

9.9 ACCESSIBILITY TO THE BUILDING

The building shall accommodate disabled people and comply with SANS 10400 Part S and other relevant acts, regulations municipal by-laws.

9.10 FIBRE AND CONNECTIVITY

The building must have access to a high-speed metro Ethernet network and the network service provider ensuring 99% uptime.

10. RATES

RATES AND MAINTENANCE

Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the adjustment date.

Rates shall also include maintenance of the exterior of the premises/building. This shall include at least but not limited to the following.

- Windows
- Roofs
- HVAC including diffusers inside
- Lightning protection
- Plumbing
- Common area electrical reticulation
- Grounds and gardens
- Stormwater
- Parking; washing the external windows and facades and
- Generator maintenance

KGFT will be responsible for, subject to the above listed items, the cleaning of the interior of the premises.

The offers shall include bidder's plans for the provision of the security to the premises. The supply of additional security installation shall be the responsibility of KGFT.

10.1.1 Adjustments

Unless otherwise indicated, the annual escalation of the rental and operating charges shall be market related. The escalation rate will be subject to negotiations between KGFT and the successful bidder and maybe not exceed 7% annually.

10.1.2 Variation to the Rate

The offer to specify all variations to the rates and a complete list of allowances must be provided to KGFT.

11. STANDARD SPECIFICATIONS

11.1 SANS SPECIFICATIONS

The accommodation offered shall comply at a minimum to the laws and local authority requirements and

- 11.1.1 Occupational Health and Safety Act The premises/building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended and the latest issue of SOUTH AFRICAN BUREAU OF STANDARDS (SABS): "Code of Practice for the Wiring of Premises" before occupation of the building.
- 11.1.2 Codes of Practice – Interior Lighting SABS 01141996 – Part 1
- 11.1.3 The National Building Regulations and Building Standards Act 1997 (Act 103 of 1997), as amended (SANS 10400)
- 11.1.4 The municipal by-laws and any special requirements of the local supply authority
- 11.1.5 The local fire regulations

- 11.1.6 Lightning protection: SANS 10313
- 11.1.7 Lifts, escalators, and passenger conveyor regulation

Copies of certificates confirming compliance to the above legislative requirement must be submitted together with the bidder's response to this bid and the successful bidder must comply with the above requirements before occupation of the building.

11.2 ADDITIONAL REQUIREMENTS

- 11.2.1 In walking distance of the public transport.
- 11.2.2 Unimpeded entrance to the public area from the street level
- 11.2.3 Close proximity of public parking facilities and retail banking and other commercial nodes
- 11.2.4 Ground floor coverage and suitability for functional operations
- 11.2.5 Available space on the ground floor for administration and intake
- 11.2.6 IT server room of 25 m² with Air-conditioning

12. SPECIAL CONDITION OF TENDER

The following certificates will be required to be submitted before occupancy:

- Occupation Certificate
- Energy Efficiency Certificate (If applicable)
- Structural Engineering Report (Not older than five (5) years)
- Certificate of Compliance (Plumbing)
- Fire Detection Certificate
- COC Fire Installation, Fire Protection and Fire Equipment
- Waterproofing Guarantee
- Glazing Certificate
- Certificate of Compliance (Electrical)
- Certificate of Compliance HVAC, Bidders must provide proof of functionality by a registered engineer and an air quality certificate prior occupation
- Lift(s) SANS – Comprehensive Report
- A minimum of 10 000L reservoir with pressure pump which cater for a minimum of three (3) hour to a maximum of twenty-four (24) hours in case of water outage.

13. TENANTS INSTALLATIONS REQUIREMENTS

The bidder must provide the following documentation that will form part of the required returnable documentation:

- As built drawings for the building (Approved by the municipality). All floors to be shown, including any basement parking.
- A detailed conditional assessment of the building, indicating the condition of the floors, ceilings, walls, roofs, glazing, existing condition of the HVAC and life expectancy of the units, firefighting equipment, parking,
- The bidder at own cost will make sure that the HVAC of the building complies with all requirements after KGFT have provided space needs. The cost will be for the bidders and not form part of the Tenant Installation amount made available by the successful bidder.
- The condition of the floor finishes in common areas should be in good condition. The bidder

shall make sure that the floor finishes are usable, and the cost for fixing of the floor finishes should not be allocated on the Tenant Installation provision to be made by the successful bidder.

- The Prospective Bidders to provide own Space Planner and Project Manager for the Tenant Installations.

14. TENANT INSTALLATION ALLOWANCE

The Installation allowance provided by the successful bidder shall be adequate to install the premises in accordance with KGFT requirements.

The bidder shall deal with the installation of the premises, including the provision of floor coverings, dry-walling, wall coverings, doors, and ironmongery thereto, and VAT; limited to a maximum of the rate specified.

The bidder should consider the space planning exercise that will be required, and the tenant installation allowance should be that it will not require cost overruns. Furthermore, the bidder to ensure that their tenant installation amount accommodates and includes all costing for the entire tenant installation based on all the tenant installation needs as per the provided requirements and functional floor layouts.

The tenant installation (from the inception to beneficial occupation) should be completed before occupancy takes place.

Provision should be made for the following:

Tenant installation amount should be aligned taking into consideration the following specification:

14.1 Walls (demarcations of spaces)

a. Dry walling for offices

The Tenant Installation Amount should be able to accommodate the dry walling for offices as indicated in table 1 to accommodate 60 employees.

- i) Fire rated plaster boards (1hr) manufactured in accordance with the latest edition of SANS 266:2003 edition 2.2 consisting of aerated gypsum core with suitable additions fibreglass strands and unexfoliated vermiculite bonded to durable paper liners.
- ii) The framework of the drywall systems shall be manufactures of galvanised steel as recommended by the manufacturer.

b. Meeting rooms and boardrooms

Provision for glazed panels for meeting rooms to be considered with the following:

- i) Safety glazing as per SANS 10400 Part N where all safety glazing shall be permanently marked by the installer in such a manner that the marking is visible in individual panes after installation.

14.2 Floor Covering

- a. Closed offices, Open plan offices, boardrooms and meeting rooms, common areas (passages, lobbies, waiting, reception, etc.), and filing room and boardrooms

- i) 600mm x 600mm non-slip Porcelain floor (or similar approved) tiles laid. Allow for excellent quality porcelain tile adhesive and tile grout as recommended by the tile supplier.

14.3 Doors and Ironmongery

- a. Closed Offices and Open Plan Offices
 - i) 2400 x 813mm (or Similar and approved) semi-solid fire rated door with door furniture (Ironmongery) included, for partition wall and brick wall where applicable.
- b. Boardrooms and meeting rooms
 - i) Safety glazing door as per SANS 10400 Part N where all safety glazing shall be permanently marked by the installer in such a manner that the marking is visible in individual panes after installation.
- c. Filing room(s)
 - i) One (1) and half leaf doors (or Similar and approved) semi-solid (1 hour) fire rated door furniture (Ironmongery) included, for partition wall and brick wall where applicable.

14.4 Wall Covering

- a. Closed offices, open plan offices, boardroom and meeting rooms, common areas (passages, lobbies, and waiting areas incl. Reception Area)
 - i) Walls to be painted with two (2) coat durable and washable paint as per manufacturer's specification.

14.5 Entrance and reception areas

Provide a dedicated reception area at ground floor/entrance areas. In addition, a small reception area can be provided on the floors where public will be received accompanied by a small waiting area.

14.6 Access routes

Provision of an accessible route from the site/building entrance or drop-off areas to main entrance of the building must be provided as per SANS 10400 Part S. The width of the access route should be determined by the amount of user, as well as stipulations from SANS 10400, Part T.

Description	Width of Access
High Traffic Area	1800mm
Medium Traffic Area	1500mm
Low Traffic Area	1200mm
Recommended minimum width	1000mm
Minimum width	900mm

14.7 Doors and Walkways

- a. Passages/Walkways to be minimum of 1200mm wide for the wheelchairs to pass each other, or where it is not possible frequent intervals must be provided where wheelchairs are able to pass each other.
- b. Where wheelchairs need to change direction allow for 1500mm turning circle as per SANS 10400 Part S.

- c. Doorways should be a minimum of 813mm, however the 900mm door is preferable for ablutions, and one-and-half leaf door/double door for high access areas like auditoriums, multi-purpose areas, etc.
- d. Any handle fitted to a door leaf of any door in emergency route, feeder route or toilet facility for use of disabled persons shall be of lever type and be installed at a height of not more than 1200mm above floor level.
- e. Any difference in level of the surface of a floor at any threshold shall not be more than 15mm.

15. ADDITIONAL SCOPE OF WORK AND DELIVERABLES

The proposal submitted by the bidders must include the following KGFT requirements:

15.1 The Lease Period Agreement

- The lease will be for a period of five (5) years with an option to extend the contract.
- The fixed total bid price must be provided for a period of five (5) years
- A detailed cost per item (C.16) must be provided, the rental rates (Gross Lease) must be fully inclusive of all maintenance including:
 - 15.1.1 Structural repairs and Maintenance (internal and external);
 - 15.1.2 Gardens and Waste management (if applicable);
 - 15.1.3 Heating, Ventilation, Air Conditioning (HVAC) system;
 - 15.1.4 Lifts and escalators;
 - 15.1.5 Normal wear on floor covering;
 - 15.1.6 Electrical supply, inclusive of backup generator(s);
 - 15.1.7 Plumbing and ablution facilities;
 - 15.1.8 Fixed firefighting equipment (fire hoses and piping);
 - 15.1.9 Pest Control and fumigation
 - 15.1.10 Wired to be ready for ICT and UPS.
- The following costs must be included in the indicated rental rate:
 - 15.1.11 Municipal rates and taxes plus increases;
 - 15.1.12 Sanitation and refuse removal rates;
 - 15.1.13 All insurance (excluding content belonging to KGFT;
- The rental rate must preferably be in line with SAPOA rates for the area and escalation must preferably be aligned to annual CPI.

15.2 Proximity

Proximity to public transportation, bus stop and amenities such as shopping centres and banks, accessibility to the main road for easy access by both public/stakeholders and staff.

15.3 Building

- 15.3.1 Back up water supply in case of municipal water disruption sufficient for 24 hours supply
- 15.3.2 The space(s) on offer must have its own electric distribution board(s) and an up-to-date Certificate of Compliance (COC) must be available at inspection (should the building be selected)
- 15.3.3 The building must have existing fire detection and prevention services or make provision for these in compliance with Part T of SANS 10400 (This part of SANS 10400 provides deemed-to-satisfy requirements for compliance with part T (Fire Protection) of the National Building Regulations) (should the building be selected).
- 15.3.4 Ablution facilities for male, females and paraplegic must be available on every floor level and must be compliant to applicable legislation both in size and quantity or the building (space) must allow for either existing toilets to be converted or new ones to be erected for people with disability on each floor.

15.4 The requirements for safety and security include:

- 15.4.1 All safety equipment must be serviced and up to date (e.g., firefighting equipment) as per the Occupational Health and Safety (OHS) and South African National Standard (SANS) legislative requirements.
- 15.4.2 The building should allow for more than one entrance/exit by staff, clients, and service providers
- 15.4.3 The building must provide adequate security measures (such as electric fences and or boundary wall, etc.)

15.5 Lessor / landlord must provide:

15.5.1 Inclusive in Rent / Operational costs

- 15.5.1.1 The lease will provide for a Service Level Agreement (SLA) between the lessee and lessor / landlord, with specific timelines for all calls related to the obligations by the lessor / landlord
- 15.5.1.2 The lease offered must provide for air-conditioning thereof as part of the lease
- 15.5.1.3 The building should, as a minimum have the following installation:
 - a) ceiling boards throughout,
 - b) double cable trays,
 - c) basic electrical reticulation including Uninterrupted Power
 - d) Supply
 - e) lights (energy saving bulbs),
 - f) base coat painted walls, and
 - g) air conditioning
- 15.5.1.4 The Lessor / landlord must offer a tenant installation allowance, such allowance must exclude the items listed above.
- 15.5.1.5 Pricing must be per square metre (gross rentals) and indicate all other cost on a per item basis.

15.6 Occupation Date

The building should be completed and ready for occupation by 01 August 2024. The prospective lessor will be required to grant the lessee an opportunity to effect renovations and installations to the building prior to the occupation date.

16. LOCATION SUITABILITY

The proposed buildings must be in Kwazulu-Natal, Durban within parameters mentioned below:

Item	Description	Requirement
1	Location	10 kilometres radius of KGFT Current Offices
2	Property type	Preferably an Office Park or A secure stand-alone property
3	Space	Minimum office space of 1328 square metres, which allows alteration to suit KGFT' s requirements
4	Lease duration	Five years, starting 01 August 2024 to 31 July 2029
5	Staff complement	60
6	Parking for staff members and stakeholders	Minimum of 5 bays per 100m ² parking bays, including visitors and disabled parking Secured, access controlled and guarded
7	Boundaries and conditions	Reasonable proximity of the public transport/routes Located in general safe area where officials will not be at risk when leaving office after hours Less than 5km of public transport, preferable within 2km to 10km of major public hubs such as taxi ranks, bus station and train station Accessibility of premises, building and facilities for disabled persons Compliance with National Building Regulations and Standards Act as well as the Occupational Health and Safety Act
8	Ablution facilities	Disabled, Male and Female
9	Kitchen	Provision of kitchen space for staff

17. COSTING – INCLUSIVE AND EXCLUSIVE

The Cost Calculations breakdown outlined on Annexure “A” must be duly completed or provided on a separate sheet in the exact format, if the space provided is too small.

- 17.1 The rental rates (Gross Lease) must be fully **inclusive** of all maintenance including:
- 17.1.1 Structural repairs and Maintenance (internal and external);
 - 17.1.2 Gardens and Waste management (if applicable);
 - 17.1.3 Heating, Ventilation, Air Conditioning (HVAC) system;
 - 17.1.4 Lifts and escalators;
 - 17.1.5 Normal wear on floor covering;
 - 17.1.6 Electrical supply, inclusive of backup generator(s);
 - 17.1.7 Plumbing and ablution facilities;
 - 17.1.8 Cleaning Services and ablution facilities accessories (toilet seat sanitizer, 2ply toilet paper, hand wash, hand drier and paper towel, quality must be A grade);
 - 17.1.9 Fixed firefighting equipment (fire hoses and piping);
 - 17.1.10 Fire detection for server room and servicing;
 - 17.1.11 Wired to be ready for ICT and UPS.
- 17.2 The following costs must be included in the indicated rental rate:
- 17.2.1 Municipal rates and taxes plus increases;
 - 17.2.2 Sanitation and refuse removal rates;
 - 17.2.3 All insurance (excluding content belonging to KGFT);

18. GENERAL

- 18.1 Facilities and services offered must comply fully with all applicable legislation, regulations, by-laws, and standards including but not limited to:
- 18.1.1 The Occupational Health and Safety Act and regulations;
 - 18.1.2 Municipal By-Laws;
 - 18.1.3 SANS 10400 standards;
 - 18.1.4 Any other applicable building regulations
 - 18.1.5 Cognizance will be given to security consideration of the proposed building(s) such as access control, perimeter fencing etc. The premises must comply with Government Minimum Physical Security Standards (MPSS).

19. ADDITIONAL REQUIREMENTS

- 19.1 The building must comply with Occupational Health and Safety Act (85 of 19 the below certificates are compulsory and will be required before occupancy of the building:
- Certificate Of Compliance for Electrical
 - Valid Occupational Certificate from the municipality.
 - Most recent floor plans of the office and the parking approved by a registered professional architect.
 - Certificate Of Compliance for the building
 - Occupational Health & Safety certificate

- Proof of ownership of the building or proof to administer the building.
- A copy of the utilities and property rates bill not older than 3 months.
- A copy of the standard lease agreement to be annexed to the tender submission.

19.2 Site Inspection of the building will be conducted only for the bidders who meet the minimum functionality criteria.

C.4 CONDITIONS OF BID AND CONTRACT

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The bidder must clearly state if a deviation from these requirements is offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	KGFT SERVICE LEVEL AGREEMENT				
2.1	The KGFT Service Level Agreement (SLA) will be the only contract signed by both parties and will form the basis of this contract. KGFT's terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding KGFT or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to KGFT. The successful bidders may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in KGFT and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from KGFT.				
5.4	KGFT shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP KGFT shall be entitled to freely cede and assign to parties nominated by KGFT.				
6	PAYMENTS				
6.1	KGFT will pay the service provider for the actual services rendered in line with the SLA.				
6.2	The service provider shall from time to time during the duration of the contract, invoice KGFT for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to KGFT.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				

7	NON-COMPLIANCE WITH DELIVERY TERMS	Yes	No	Noted	If no, indicate deviation
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, KGFT must be given immediate written notice to this effect. KGFT reserves the right to implement remedies as provided for in the SLA.				
8	WARRANTIES				
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of KGFT.				
8.2	Although the service provider will be entitled to provide services to persons other than KGFT, the service provider shall not without the prior written consent of KGFT, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	All bid documents must be <u>originals</u> , <u>sealed</u> and <u>hand delivered</u> through Supply Chain Management (SCM) as per 10.2 below				
10.2	All bid documents must be delivered to: KZN Growth Fund Trust 28 th Floor, 303 Dr Pixley Street, Durban,4001 At reception in the Bid box Closing date: 26 MARCH 2024 at 11:00am				

11	LATE BIDS	Yes	No	Noted	If no, indicate deviation
11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	CLARIFICATIONS				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter or e-mail). Please refer to Tender Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
13.2	Bidders are to set out their proposal in the following format:				
13.2.1	Part 1: Invitation to Bid & Introduction				
13.2.2	Part 2: Compliance to Special Conditions of Bid and Noting of Evaluation Criteria				
13.2.3	Part 3: National Treasury CSD report				
13.2.4	Part 4: Bidders Disclosure and Certificate of Authority to Sign a Bid				
13.2.5	Part 5: BBEE				
13.2.6	Part 6: Technical/Functionality Proposal				
13.2.7	Part 7: Deviations from Request for Bid				
13.2.8	Part 8: Procurement Timelines				
13.2.9	Part 9: Terms of Reference				
13.2.10	Part 10: Annexures				

14.1	PART 1: INVITATION TO BID (FORM C1)				
14.2	PART 2: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA (FORM C4)				
	Bidders must complete C4. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.3	PART 3: CSD and SARS Pin (FORM C9)				
	The bidder must be compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a joint venture, or where sub-contractors are utilised, each joint venture member and/or sub-contractor (individual) must be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
14.4	<u>PART 4: (FORM C5, C10 AND C11)</u> Certificate of Authority to Sign a Bid Bidders Disclosure Form (SBD 4) Preferential Points Form (SBD 6.1)				
14.4.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with KGFT. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				
14.5	<u>PART 5: BBBEE Certificate</u>				
14.5.1	Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA)				
14.5.2	For a consortium or joint venture: A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity , provided that the entity submits their B-BBEE status level certificate. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity , provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such				

	a consolidated B-BBEE scorecard is prepared for every separate bid.				
14.6	<u>PART 5: JOINT VENTURE/CONSORTIUM AGREEMENT (FORM C5)</u>	Yes	No	Noted	If no, indicate deviation
14.6.1	A signed copy of the joint venture/consortium agreement must be included.				
14.6.2	Each partner of the joint venture / consortium must complete SBD 1 and 4 and submit their individual CSD number/report and SARS Tax Pin				
14.5.1	A copy of the joint venture/consortium agreement <u>must</u> be included.				
14.7	<u>PART 6: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL (FORM C8)</u>				
14.7.1	The bidder must provide letters of reference on the client letterhead including contact details, for the previous, current or ongoing projects of similar nature. This will be verified by KGF.				
14.8	<u>PART 7: DEVIATIONS FROM REQUEST FOR BID (FORM C14)</u>				
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C14				
14.8.2	If no deviations are required, please mark the form “Nil” and sign				
14.9	<u>PART 8: PROCUREMENT TIMELINES (FORM C6)</u>				
14.9.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.10	<u>PART 9: TERMS OF REFERENCE</u>				
14.10.1	Terms of reference (TOR) are the requirements by KGFT. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				

14.11	PART 10: ANNEXURES	Yes	No	Noted	If no, indicate deviation
14.11.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
14.12	VAT				
14.12.1	KGFT is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.12.2	KGFT reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be in excess of R1m for 12 consecutive months as the VAT Act requires.				
15	PRESENTATIONS				
15.1	KGFT reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				
16	NEGOTIATION				
16.1	KGFT has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	KGFT shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, KGFT reserve the right not to award the tender to highest ranking bidder in terms of PPPFA.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
17	DOMICILIUM				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	KZN Growth Fund Trust 28 th Floor, Dr Pixley KaSeme Street Durban, 4001				

18	COST OF BID PREPARATION	Yes	No	Noted	If no, indicate deviation
18.1	Bidders shall prepare and submit a bid at their own expense.				
19	BID VALIDITY PERIOD				
19.1	Bid will be valid for a period of 120 days. KGFT counts working days for validity period.				
19.2	The bidder will hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
19.3	If requested by the employer, the bidder will consider extending the validity period stated in the tender data for an agreed additional period.				
20	ISSUE ADDENDA				
20.1	If necessary, KGFT may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, KGFT may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
20.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
20.3	Tenderers are obliged to acknowledge, in writing, receipt of addenda to the tender documents, which the employer may issue.				
21	SUBMITTING OF FRAUDULENT DOCUMENTS				
21.1	KGFT will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
21.2	KGFT will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				

C.5 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNER SHIP	(IV) SOLE PROPRIETOR	(V) JOINT VENTURES	(VI) CO- OPERATIVES	(VII) CONSORTIUM

i. CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of
....., hereby confirm that by resolution of the Board (copy attached) taken on
..... 20....., Mr/Ms, acting in the capacity of
....., was authorised to sign all documents in connection with this
tender and any contract resulting from it on behalf of the company.

Chairman:

As Witnesses:

Date:

ii. **CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as.....

..... Hereby authorise Mr/Ms..... acting in the capacity of, to sign all documents in connection with the tender for Contract No: and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

iii. **CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as,

..... hereby authorize Mr/Ms.

acting in the capacity of, to sign all documents in connection with the tender for Contract No and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

iv. **CERTIFICATE FOR SOLE PROPRIETOR**

I,, hereby confirm that I am the sole owner of the business trading as.....

Signature of Sole owner:

As Witnesses:

1.....

2.....

Date:

v. **CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANIZATION.....

ADDRESS:

.....

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:

SIGNATURE

DATE:.....

vi. CERTIFICATE OF AUTHORITY TO SIGN CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

..... IN HIS/HER CAPACITY AS:

DATE: **SIGNED ON BEHALF OF CO-OPERATIVE:**

NAME IN BLOCK LETTERS:

WITNESSES:

1.

vii. CERTIFICATE OF AUTHORITY FOR CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20.....,

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE:

DATE:

C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	26 February 2024	16:00pm
Compulsory Briefing Session	01 March 2024	09:00am
Written questions of clarification – closing date	20 March 2024	16:00pm
Written response to all clarifications	22 March 2024	16:00pm
Service Provider Proposals Due	26 March 2024	11:00am
Completion of Bid Evaluations	19 April 2024	16:00pm
Anticipated letter of Award	02 May 2024	16:00pm
Commencement Date	01 August 2024	09:00am

***Indicative dates**

C.7 EVALUATION PROCESS & CRITERIA

This phase consists of Mandatory and Non-Mandatory administrative compliance evaluation of all proposals.

1	EVALUATION PROCESS				
1.1	<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>				
1.1.1	<p>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</p> <p>Mandatory</p> <p>Bids will only be compliant if bidder has submitted the following documents:</p> <ul style="list-style-type: none"> The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid; A fully completed bidders disclosure indicating that there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer; Or that none of its directors/shareholders is listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; USB flash drive (flash drive must not be encrypted) <p>Failure to complete and/or provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				
1.2	<u>STAGE TWO: FUNCTIONALITY REQUIREMENTS</u>				
1.2.1	Responsive bids will be evaluated according to the criteria, weightings and threshold scores as indicated below.				

1.3	ADJUDICATION OF BID				
1.3.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
1.3.2	The bid shall be awarded at the sole and absolute discretion of KGFT. KGFT hereby represents that it is not obliged to award this bid to any bidder. KGFT is entitled to retract this bid at any time as from the date of issue. KGFT is not obliged to award this bid to the bidder that quotes the lowest.				
1.3.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of KGFT regarding this bid from the date the offer is submitted until the date of award of the bid.				
1.4	Awarding of contract				
1.4.1	KGFT reserves the right to award this bid in full or part				

C.8 EVALUATION REQUIREMENTS

STAGE 2 - FUNCTIONALITY REQUIREMENTS

About Functionality Requirements, being stage 2 of the evaluation process, the following criteria and the associated weightings will be applicable:

Criteria	Weight	
<p>THE GRADING OF THE BUILDING</p> <p>Grading of the building, preferably Grade A or better</p> <p>Please submit supporting evidence in the building grade.</p> <p>Points allocation:</p> <ul style="list-style-type: none"> • 20 points – Grade A or better with green certification • 15 points – Grade A without green certification • 10 points – Grade B • 5 points – Grade C • 1 point – Grading-not specified. • 0-non-submission of the requested information 	20	
<p>REFERENCE LETTERS – CURRENT AND PREVIOUS TENANTS</p> <p>Minimum of Four contactable written references for which similar work was performed</p> <p>*Reference letters needs to be relevant to the scope of this work and must include details below:</p> <ol style="list-style-type: none"> 1. Duration of the Lease with the company; 2. Date of engagement; and 3. Type of premises lease including m². <p>Letters must be on the relevant company letterhead, dated and signed and not older than 5 years.</p> <p>* 5 points to be allocated per contactable reference submitted which is in line with requirements above</p>	20	

<p>REFERENCE LETTERS – SERVICE PROVIDER</p> <p>Minimum of Four contactable written references from service providers used for the maintenance of the building (*Cleaning Services, Landscaping Services, Air conditioner Maintenance Services, Security Services, Life Maintenance Services etc)</p> <ol style="list-style-type: none"> 1. Duration of the term with the maintenance companies as listed above *; 2. Date of engagement; and 3. Type of services rendered <p>Letters must be on the relevant company letterhead, dated and signed and not older than 5 years.</p> <p>* 5 points to be allocated per contactable reference submitted which is in line with requirements above</p>	<p>20</p>	
<p>AVAILABILITY OF BUILDING</p> <p>The building must be ready for occupation within three (3) months from the day of the award. Project plan must be submitted</p> <p>Points allocation:</p> <ul style="list-style-type: none"> • 10 points– Building available in three (3) months. • 7 points– Building available in four (4) months. • 5 points– Building available in five (5) months. • 3 points - Building available in six (6) months. • 1 point– Building available seven (7) months and later. • 0 points – no information provided. 	<p>10</p>	
<p>LOCATION AND ACCESSIBILITY OF THE BUILDING</p> <p>The location should be “safe and accessible to both public and members of municipalities” located in the area. Access to major public route networks and transport. Provide street address for GPS verification purposes.</p> <p>Points allocation (Close proximity to public transport:</p> <ul style="list-style-type: none"> • 20 points – Durban Urban area (10 km Radius of current office) and access to all major route networks Public Transport (safe and accessible) • 10 points – Durban metro area (15 km Radius of current office) and access to all major route networks Public Transport (safe and accessible) • 5 points – Durban metro area and access to all major route networks Public Transport (safe and accessible) • 0 points– No response or insufficient information provided, or if located in an unsafe area. 	<p>20</p>	

FINANCIAL STABILITY Latest Three Year Audited Financial Statements (from 2019 forward to the current year, an audit reports indicating no going concern over a three-year period) and any evidence proving financial stability of the company. Points allocation <ul style="list-style-type: none"> • 10 points – Latest three year audited financial statements (from 2019 forward to the current year, an audit reports indicating on going concern over a three-year period) and any evidence proving financial stability of the company. • 5 points– Latest two year audited financial statements (from 2019 forward to the current year, an audit reports indicating on going concern over a three-year period) and any evidence proving financial stability of the company. • 0 points– No valid audited financial statements and any supporting evidence proving the financial stability of the company. 	10	
TOTAL	100	

Bidders who obtain at least 70 points in stage 2 (Functionality) will proceed to Stage 3 (Site Assessment)

Note: Failure to obtain the minimum of 70% of the maximum score on functionality will result in disqualification from further evaluation.

STAGE 3 - SITE VISITS ASSESMENT:

Note: Bidders that score a minimum threshold of 70 out of 100 will assessed on site visit. Though the site visit will not be scored, the outcome of the assessment can influence the successful awarding of the bid.

	Technical Requirements: Technical / Functional Criteria (Site Visit). NB: Each building proposed will be evaluated, based on a site visit, on the following:	Comply		Comments
		YES	NO	
	Area:			
1	Building suitably located in terms of accessibility and near public transport			
	General requirements for the building			
2	“A / B” grade office accommodation: Not older than 20 years or has undergone a major renovation, featuring high quality modern finishes, Heating Ventilation and Air Conditioning (HVAC) and adequate on-site parking with a provision for 100% back-up electricity power supply in case of Power outage.			
3	The building is an existing building (complete built structure)			

4	The building should have access for people living with special needs/ disability (e.g., wheelchair ramp must be next to the main entrance and parking)			
5	The building must be free of water leaks			
6	Acceptable acoustic and noise for office space			
7	There are no visible pest infestations			
8	There is ample natural light (energy efficient bulbs)			
9	A room that can be dedicated ICT Server room			
Building Systems/Services				
10	There is back-up water supply in case of municipal water disruption sufficient for 24 hours supply capacity			
11	The space(s) on offer must have its own distribution board(s) or make allowance for these.			
12	Ablution facilities for male and females are available on every floor level. (See quantity based on 60 people; even split between males (20) and female (40) and disabled)			
Technical Requirements: Technical / Functional Criteria (Site Visit). NB: Each building proposed will be evaluated, based on a site visit, on the following:		Comply		Comments
		YES	NO	
13	Ablution facilities for people with disability (and abled) are in compliance with applicable legislation (Dimensions etc).			
Safety and Security				
14	Spot check and to ensure that safety equipment services are up to date (e.g., firefighting equipment) as per legislative requirements			
15	The premise secured by a boundary wall or electric fence			
16	If in a office park: Access control			
17	The building must make provision for access control and allow KGFT to implement their own access control as per KGFT standards.			
18	Generator installed and or inverter			
19	Emergency assembly points			
Parking				
19	There is adequate parking (5 bays per 100m ²)			
20	There is adequate and compliant parking for people living with disability			
21	There are loading zones with ramps next to the entrance			

- Please note that the Evaluation Committee will use their own discretion to assess quality of all bid proposals received in relation to above functionality criteria and may further verify information submitted from relevant sources/your clients and use their own discretion to score the bidders proposal accordingly.
- It is the responsibility of the bidder to seek clarity by enquiry before submission of the final bid, where the criteria are construed to be ambiguous or confusing. Should there be a difference of interpretation between the bidders and KGFT, the KGFT reserves the right to make a final ruling on such interpretation. o KGFT may request clarification or additional information regarding any aspect of the tender document or proposal submitted.

STAGE 4 - PRICING

Contracts will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000 Preferential Procurements Regulation, 20 January 2017 Gazette Number 40553) Responsive bids will be adjudicated in terms of 80/20 preference point system in terms of which points are awarded to bidders based on;

Stage 4: PRICE	Maximum points to be awarded
Relative competitiveness of the price	80

STAGE 4 – SPECIFIC GOALS

SPECIFIC GOAL		POINTS
Black Ownership	51% - 100 %	10
	30% - 50%	6
	5% - 29%	4
	0% - 4%	0
Black Women Ownership	51% - 100 %	5
	30% - 50%	3
	5% - 29%	1
	0% - 4%	0
Youth Ownership	30% - 100 %	5
	5% - 29%	3
	0% - 4%	0
TOTAL POINTS		20

The following may be used as proof for claiming preference points.

- BBBEE Certificate or BBBEE Affidavit
- CSD Report
- Municipal Account or Lease Agreement

C.9 TAX CLEARANCE REQUIREMENTS

It is a condition of a bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. the bidder must be in good standing with SARS and such information will be verified through Central Supplier Database (CSD)
 - 1.1.1 In bids where Joint Ventures/Sub-Suppliers/Partners are involved, each party must submit a separate valid Tax Clearance Certificate for their organization.
 - 1.1.2 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.1.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

1.1.4 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... In submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING
ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO
BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

C.11 PREFERENTIAL POINTS

SBD 6.1

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

2. GENERAL CONDITIONS

2.1 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) ~~Either the 90/10 or 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.~~

2.3 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.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 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.

2.6 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.

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point 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 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership		10		
Black Women Ownership		3		
Black Youth Ownership		2		
Locality		5		

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

[TICK APPLICABLE BOX]

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 *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

C.12 GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive

levels and to deprive the bidder of the benefits of free and open competition.

- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.4 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.5 a cashier's or certified cheque
- 7.6 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at

the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall

promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those

undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the owner must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- i. the name and address of the supplier and / or person restricted by the purchaser;
 - ii. the date of commencement of the restriction
 - iii. the period of restriction; and
 - iv. the reasons for the restriction.
- 23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.8 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished,

or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- i. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- ii. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award

of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

C.13 SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

1. CONTRACT PERIOD

1.1 The contract duration will be for five (5) years.

2. CONTRACT VALIDITY

2.1 The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

2.2 Validity is counted in working days from the closing date of the submission of bids.

3. SPECIFICATION

3.1 Supplier must deliver as per the specification provided.

4. QUOTATIONS

4.1 Should bidders not quote for all items, they will be considered as being non-responsive.

4.2 The total quotation price must be inclusive of the cost of the supply, delivery.

4.3 The KGFT reserves the right not to award to the lowest bidder.

4.4 The KGFT will conduct a detailed risk assessment prior to the award.

C.14 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.15 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Covering letter	
3.	Entire Bid Document	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
6.	BBBEE Certificate/Affidavit	
7.	Joint Venture Agreement where applicable	
B. Technical Documents		
8.	Proposal: Detailing Company Profile and award letters	
9.	Contactable reference letters where the bidder has rendered similar service	
10.	Capacity of the bidder – CV's and qualifications of resources	
11.	Compliance with Mandatory Requirements	

Name

Date

Signature

C.16 PRICING SCHEDULE

NAME OF BIDDER: _____

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

Description	m ²	Gross Rate m ²	Monthly rental	X 12=Year (A)
Office assignable				
Storage				
Other				
Total				(A)
Parking	No of bays	Rate per bay	Monthly rental	X 12=Year (B)*
Under cover				
Open				
Total				(B)
Carry forward A+B to year 1 hereunder			*A+B=	
Year	Total	Rates, Sewerage & Insurance	Esc Amount (max not exceeding 7%)	Total per year
Year 1 (A+B)			NIL	
Year 2				
Year 3				
Year 4				
Year 5				
Sub Total				(C)
VAT (15%)				
TOTAL (Full Contract Amount)				

NB: The calculations must not be rounded off to the nearest Rand and must reflect the cents. Rounding off affects the rate/m² which is the base of the monthly rental levied.

The **full contract amounts** inclusive of Value Added Tax (VAT) m = Total A+B+C