



RFQ NUMBER	RFQ SAC2023-001
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO REDESIGN SACNASP OFFICES AT THE INNOVATION HUB PRETORIA
RFQ ISSUE DATE	16th FEBRUARY 2023
COMPULSORY SITE VISIT	10:00-14:00 23 rd February 2023
CLOSING DATE & TIME	8 MARCH at 11 am
SUBMISSIONS	ALL SUBMISSIONS DELIVERED TO THE ENTERPRISE BUILDING INNOVATION HUB PRETORIA SUBJECT: OFFICE REDESIGN (SAC2023-001)

1. PURPOSE

The purpose of the request to quote (RFQ) is to appoint a qualified service provider to redesign the two offices of the South African Council for Natural Scientific Professions (SACNASP). Service providers are invited to provide detailed approaches, concepts, resources and pricing in terms of the scope of work.

2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation.

SACNASP has a staff of 30 with a CEO and 5 (five) departmental managers. The proposal should allow for the organisation to grow by an additional 5 (five) people.

3. SCOPE OF WORK

SACNASP requires a service provider to provide.

- Space planning and appropriate office set-up for its staff, meeting rooms, public space, filing rooms, server room and storage rooms this will include re-design of the existing structure, and repurposing of existing materials. The service provider will be required to consider all the elements of Occupational Health and Safety.
- Advise on the correct location of staff and functional departments.
- A 3D design proposal and a presentation to management for discussion and decision making.
- A specification for implementation of the proposed design, implementation plan and estimated total cost and duration of the project which should take no longer than 4 months to complete upon appointment.
- Materials should be sourced locally.
- The offices are L4 (**336.48m²**) on the ground floor and U13 (**344.47 m²**) on the upper floor measuring approximately in total **680.95 m²** Both offices are located at the Innovation Hub Pretoria.

4. REPORTING

The service provider will be required to

- Present to the SACNASP management team prior to any commencement of work.
- Provide monthly progress reports to the Operations Manager and a final report upon completion of work.

5. REQUIREMENTS FOR RFQ

5.1. STAGE 1: MANDATORY REQUIREMENTS

Service Providers should submit the following documents:

- i. Proof of registration on the Centralised Supplier Database held by the National Treasury.
- ii. An original SARS tax clearance certificate.
- iii. An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.
- iv. Standard Bidding Document (SBD) 4 – Declaration of interest.
- v. SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- vi. SBD 8 – Declaration of bidder's past supply chain management practices.
- vii. SBD 9 – Certificate of independent bid determination.
- viii. Quotations must reflect the cost breakdown where applicable (see Annexure B). Prices quoted must be inclusive of VAT.

Service providers who do not fulfil all the requirements or do not submit the required documents will be disqualified.

Additional Mandatory requirement

1. COIDA Certificate
2. SAPOA Accreditation/one of the team members must be registered with SAPOA
3. COC for electrical work.
4. CIDB grading 1 Register of Contractors (for construction service provider)
5. Minimum guarantee on workmanship

5.2 STAGE 2: FUNCTIONALITY ASSESSMENT

An assessment of functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 75% to qualify and proceed to Stage 3 of the evaluation process.

Table 1. Criteria and weighting

Criteria	Details	Weight
1. Company experience Bidder must submit their company profile indicating number of years in which they have been rendering services in office design/ redesign and space planning (This refers to the years in operation and not the years of company registration). The profile must indicate the year the company started in space planning and office design. Industry	Demonstrate with the company profile experience that indicates the number of years during which the service has been rendered. 1. 8 or more years' experience = 20 2. 5-7 years' experience = 10 3. 1-4 years' experience = 5 4. No experience = 0	15%
2. Track record (Projects and Trade reference Letter).	Reference letters from previous clients relating to projects completed.	35%

<p>Submit a list of at least 5 or more historic projects completed, this should include:</p> <ul style="list-style-type: none"> • Project description, • Project value • Contactable reference. Re-designing of office space • Re-use and recycling of existing furniture where required. <p>The list of historic projects must be accompanied by five or more satisfactory references from the clients listed.</p> <p>The service provider must submit a portfolio of evidence of all previous clients.</p> <p>References must be signed by respective company official and must include company name on a company letterhead, level of service satisfaction, contact person and contact details (telephone number and e-mail).</p> <p>NB: SACNASP reserves the right to verify a sample of the letters through contacting the reference writer.</p> <p>.</p>	<ol style="list-style-type: none"> 1. 5 and more projects with accompanying reference letters = 20 2. 3 – 4 projects with accompanying reference letters = 10 3. 1 – 2 projects with accompanying reference letters = 5 4. No project no reference letters = 0 	
<p>3. Design proposal</p> <p>The service provider must provide one design proposal in 3D.</p>	<p>Exceeds the expectations of SACNASP, visually, is practical and represents the vision and mission of SACNASP. The design should provide a real-life experience. The design should satisfy social distancing requirements and ventilation.</p> <p>Exceeds expectation = 20</p>	<p>20%</p>

	<p>Meets the expectations of SACNASP, visually, is practical and represents the vision and mission of SACNASP. The design should provide a real-life experience. The design should satisfy social distancing requirements and ventilation.</p> <p>Meets expectation = 10</p> <p>Does not meet expectations = 0</p>	
<p>4. Project management</p> <p>The service provider must provide a Project Plan and implementation plan that outlines the company's project planning systems and quality control systems.</p>	<ul style="list-style-type: none"> The proposed project and implementation plan, the methodology and quality control processes exceed the expectations of the SACNASP and are well-articulated with clear, realistic timelines = 20 Detailed project planning systems and quality control systems of acceptable quality have been submitted with realistic timelines = 10 No project planning systems or quality control systems submitted = 0 	15%
<p>5. Profile of Organisation</p> <p>% of females in organisation</p> <p>% of disabled employed</p>	<p>Provide numbers of women, youth and people with disabilities within the organisation.</p>	15%

5.3 STAGE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

Table 2. Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
Total		100

6. SUBMISSION OF QUOTATIONS

6.1 Briefing

Compulsory site visit.	10:00 – 14:00am 23 February 2023	Please email Aviwe Khewana at reception@sacnasp.org.za to confirm attendance time.
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6.2 Enquiries

All technical enquiries should be sent in writing, to the specified person below:

Contact Person : Mrs Sarah van Aardt
Designation : Operations Manager
E-mail : svanaardt@sacnasp.org.za

6.3 Submission

All submissions should be delivered to SACNASP tender box in the reception of

The Enterprise Building Innovation Hub Pretoria

SUBJECT: Office Redesign (SAC2023-001) for the attention of Aviwe Khewana.

The closing date for the submission of quotations is **11 am 8 MARCH 2023** . No late quotations will be considered. Quotations sent by any other means other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the quotation is sent to the correct address.

The information contained in this Request for Quotations is confidential and is the property of SACNASP. Similarly, SACNASP shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

ANNEXURE A

Service providers are required to include supporting documents Pre- Qualifying Criteria and Evaluation Criteria

Name of the document that must be submitted	Non-submission may result in disqualification
Central Registration Report (Central Database System) from National Treasury	YES – Service Providers must register on the Central Database report
An original SARS tax clearance certificate.	YES – The service provider must submit the required document
An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.	YES – The service provider must submit the required document
Bidder's Disclosure - SBD 4	YES – Complete and sign the supplied pro forma
Preference Point Claim Form – SBD 6.1	NO – Non-submission will lead to a zero score on B-BBEE
Declaration of bidder's past supply chain management practices - SBD 8	YES – Complete and sign the supplied pro forma
Certificate of independent bid determination - SBD 9	YES – Complete and sign the supplied pro forma