

SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUESTS PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION FOR ITS NORTH-WEST OFFICE IN KLERKSDORP FOR A PERIOD OF 18 MONTHS.

RPF NO. 116842

Closing date and time: 25 June 2024

@11:00am

RFP Validity Period: 90 days.

SUBMIT RFP VIA EMAIL:

scm@salga.org.za

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

- Represent, promote, and protect the interests of local government.
- Transform local government to enable it to fulfil its developmental role.
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government.
- Enhance the role and status of municipalities.
- Be recognized by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government.
- Ensure the full participation of women in organized local government.
- Be the National Employers' Organisation representing all municipal members and, by agreement, associate members.

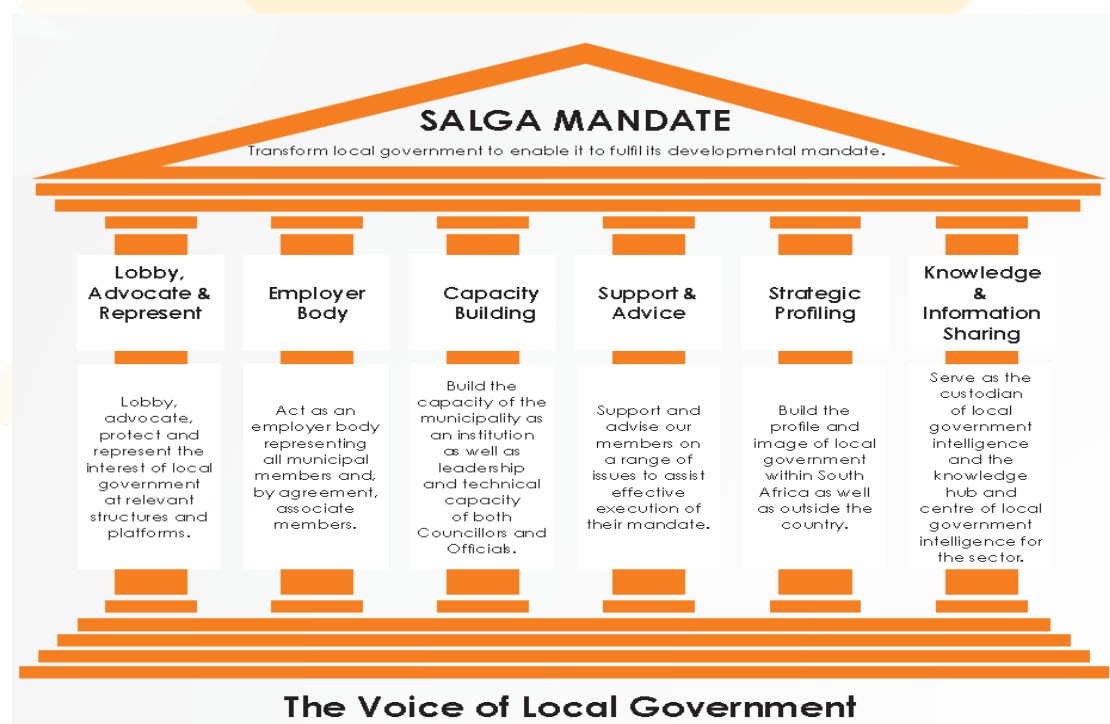
2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. Under its constitutional mandate, SALGA is obliged to transform the local government sector into one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development, and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 25 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) **Representation, Advocacy, and Lobbying** refer to representing the interests of members in legislatures and other policymaking and oversight structures. It also refers to engaging with various stakeholders, public debates, etc. in the interest of Local Government.

- (2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) **Capacity Building** refers to facilitating capacity-building initiatives through among others, representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-coordinated capacity-building programme for municipal councillors and officials.
- (4) **Support and Advice** refer to the provision of tools and services that enable municipalities to understand and interpret trends, policies, and legislation affecting Local Government and to implement the said policies and plans.
- (5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses on South Africa, the African continent, and the rest of the world.
- (6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



3. PURPOSE

The purpose of this request for proposals is to obtain suitable office accommodation around the Klerksdorp area for the SALGA North-West office to lease for 18 (eighteen) months.

4. BACKGROUND

SALGA recognizes that if it is to realize its vision, it must nurture and constantly develop its winning formulae- a combination of service excellence, quality, participative management, and empowerment. The organization also realizes that this will only be achieved if it continues to value and care for its member municipalities and takes the management of employee issues and risks in the organization seriously. It is upon this background that a need for new offices was identified and that is the reason why the organization is embarking on this procurement process.

5. DISCUSSION

SALGA North West requires a minimum of 200 (two hundred) square meters (m2) of office space, comprising of:

- An open plan layout for individual staff members:
- 1x PDO boardroom to accommodate 10 individuals.
- 1x Boardroom to accommodate 30 individuals Offices:
- 1x Office/boardroom with virtual meeting facilities
- 1 x Office for cleaners (to be shared)
- 1x small ICT office to accommodate printing machinery and server equipment.
- 1x Room for storage of files and documents
- 1x Kitchen or Canteen Area
- 1x Lunch Area
- 1x Reception area including a waiting area for visitors.
- Restroom for Ladies & Gents (including disabled toilet facility)
- Parking area: Approximately thirty (30) parking bays are required including staff vehicles and an additional thirty (30) parking bays for SALGA visitors, all located on the premises. Allowance for at least 2 (two) disabled parking bays. All parking bays are in a safe and secure area under 24-hour surveillance.

6. TYPE OF PREMISES

The proposed premises should be suitable for a typical administrative work environment with low-density office occupation, for example, no call centres should be accommodated in the building.

6.1 Property/Building:

The property offered should be able to accommodate the following as net usable areas. General requirements are based on the premise of exclusive office spaces for virtual meetings and an open-plan office layout is required. The office space should have adequate natural daylight/or artificial lighting.

6.2 Space Requirements:

To allow for the minimum total floor space of approximately 200 (two hundred) square meters (m²) that should include common areas and boardrooms. Open plan area layout that can accommodate as specified above.

7. THE BUILDING

The building shall comply with local authority requirements and applicable legislation. Any installations to prepare the building to be compliant should be completed before SALGA's occupation keeping the time frames in mind. The building shall be fully disabled friendly e.g., all floors to be occupied by SALGA shall be accessible by wheelchair. Lift buttons to have braille and voice announcing lift movements. Allowance should also be made for access by guide dogs. The building should be compliant with all COVID-19 protocols. The office space should have adequate access to natural daylight.

7.1 ACCESSIBILITY TO THE BUILDING BY DISABLED/DIFFERENTLY ABLED

- The building shall accommodate disabled people and comply with the relevant acts, regulations, and municipal by-laws.
- Emergency Exits and Evacuation Procedures also accommodate disabled/differently abled people.

7.2 WATER SUPPLY

The municipal water supply should be metered separately. Implementation of water-saving and recycling policies and awareness.

7.3 ELECTRICAL SUPPLY

The building should have energy-efficient services. The power supply shall be metered separately. The installation is to comply with all relevant regulations and by-laws. It must be considered that all operational staff at SALGA are equipped with a computer. There are also several IT servers and other sophisticated electronic equipment being operated by SALGA. The quality and capacity / KVA of the incoming power supply should thus be able to meet SALGA's requirements.

Note:

- SALGA will not contribute to any upgrading/provisioning of additional power supply to the building/site.
- An Electrical Compliance certificate must be provided to SALGA as prima facie proof that all electrical installations in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1.

7.4 GENERATOR / SOLAR EQUIPMENT REQUIREMENTS

The landlord will be responsible for the provisioning of generator and/or solar equipment to ensure an uninterrupted power supply during power failures or load-shedding. Provide a standby power generator and/or solar equipment to be serviced by the landlord.

7.5 POWER POINTS

Power points are to be provided as per SALGA requirements with the following guidelines:

- Each workstation will be equipped with one single normal power point and one red dedicated power point.
- Normal power points are to be provided for multifunction machines.
- The operations area/room will be suitably equipped with multifunction machines.
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance.

7.6 LIGHTNING PROTECTION

The building shall have sufficient lightning protection. Configuration as required by the National Building Regulations.

7.7 LIGHTING

All interior lighting shall conform to SABS 0114-1:1996. The lighting design shall take into consideration the type of work that will be performed which includes general office work and computer-based work areas.

7.8 CONTROL

Each functional area shall have independent control of lights and emergency lights shall comply with the National building regulations.

7.9 DATA AND TELEPHONE CABLING

The building should allow for the installation of adequate cabling for the installation of ITC, Wi-Fi, and telephone equipment.

7.10 BRANDING

SALGA must be allowed to brand the space rented as required.

7.11 FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety, and risk management shall be in full compliance with the National Building Regulations. SABS 0040 as amended. SALGA will require that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted along with all other information regarding fire compliance.

7.12 VERTICAL MOVEMENTS

7.12.1 Staircases (if applicable)

Staircases should allow free and easy flow of staff, fitted with proper guide rails as prescribed by the OHS Act and Regulations.

7.12.2 Lift(s) (if applicable)

Taking into account rules TT45 to TT48 as set out in the SA Standard Code of Practice for the Application of the National Building Regulations as issued by the SABS, SALGA requires that if the building offered consists of floors not accessible from ground level by disabled/differently-abled persons, it shall be provided with at least one lift to be utilized as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at any given time. The minimum clear entrance to the car shall be of such dimension that it will be accessible for a wheelchair. If the building has a basement or other parking area, the lift shall also serve that area.

The number of lifts required to service functional areas must be sufficient. All lift buttons have braille and lift(s) to have a voice announcing lift movements as well as an emergency contact number. It is essential that all lifts are maintained following the applicable legislation and a certificate of confirmation will be required.

Note: If the building is not fitted with lifts, hoists, or escalators, it must at least have the capacity and/or capability of being fitted with such lifts, hoists or escalators at SALGA's request.

7.13 CARRYING CAPACITY OF FLOORS

Floors to allow a carrying capacity for a normal office environment. Allowance should be made for higher point loads where safes are to be installed.

7.14 ACOUSTIC AND NOISE

All outside noises shall be reduced to an acceptable level that allows people to perform their functions without undue disturbance.

7.15 SECURITY

The proposed building should have a fully functional 24-hour security and access control. The system should allow for the safe entering and exiting of SALGA staff, political representatives, and visitors, a safe working environment, and the protection of vehicles and assets.

The proposed land and building/s shall be in a safe, secure, and tranquil environment that does not present a security risk to SALGA staff members even if they work after hours.

Security guards or a safe working environment should be provided 24 hours per day.

8. INFORMATION REQUIRED

8.1 Property Information

- Property street address
- Owner's name, address, city, postal code
- Email address, telephone, and fax numbers
- Details of partners/contractors/sub-contractors to this offer

8.2 Layout Drawings

The service provider shall provide a detailed layout drawing that includes all areas required for the building to be functional including the usable space listed. Usable space in terms of the South African Property Owners Association (SAPOA).

Plant (generators/solar, air cons, etc.) rooms are to be positioned in such a way that routine maintenance does not disturb operations or produce unacceptable noises during business hours. The layout drawing shall also indicate major vertical penetrations, column spacing and sizes, and any other building elements that may impact the configuration of office layouts.

8.3 Floor Areas

The service provider shall provide the floor area as defined by the South African Property Owners Association method for measuring floor areas in commercial and industrial buildings.

9. OPERATIONAL/MAINTENANCE COSTS

9.1 TENANT INSTALLATION

The Landlord could include a TI allowance in a fixed amount.

9.2 INTERIOR FIT-OUTS AND DESIGN

The Landlord must indicate in the proposal if he can assist SALGA with the interior fit-outs and re-design as per custom requirements and the period required for completion and occupation.

9.3 OPERATIONAL COSTS

SALGA requires details of all the maintenance contracts and costs of the current operational expenditure for the building for which SALGA may be liable. This must include but is not limited to: (Full details of existing contracts with the duration and validity shall be provided as part of the proposal)

Maintenance of the building

- The office space/premises are to be fully serviced and maintained by the Landlord.
- Turnaround clearly stated on maintenance and repair work.
- Windows
- Roofs
- HVAC includes cleaning the diffusers inside.
- UPS/power generator(s) and emergency power maintenance
- Lightning
- Plumbing
- Common area electrical reticulation
- Grounds and gardens
- Stormwater
- Washing the external windows & facades.

- Lifts maintenance
- Municipal rates

Operational costs to be included as an additional monthly contribution in the lease should include:

- Cleaning the common and outside areas.
- Security could be provided in respect of the outside of the building.
- Maintaining lifts, escalators, and air-conditioning.
- Fully functioning and consistent electricity and water connections and supply.
- Maintenance and servicing of plumbing and electricity infrastructure.
- Regular servicing of the air conditioners and ventilation systems.
- Servicing of the firefighting equipment.
- Maintenance of electrical systems and lights/light bulbs and fitting.
- Internal general maintenance excluding paint.
- Cleaning of windows on a quarterly term.
- Gardening services.
- Pest Control; and
- Refuse removal.

10. STANDARD SPECIFICATIONS

The proposed land and building/s shall comply with all the applicable laws and bylaws and at least the following specifications, laws, or local authority requirements:

- The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.
- The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises "Code of practice
- Interior Lighting SABS 0114:1996 - Part I
- The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040)
- The Municipal by-laws and any special requirements of the local supply authority
- The local fire regulations
- The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000.
- The building must comply with strategies that underpin the government green building strategies.

Certificates proving compliance with the regulations shall be provided before occupation.

10.1 Service providers must submit the photographic portfolio of the building with high-

level spaceplanning indicating that the accommodation needs of SALGA can be accommodated.

10.2 It will be required that each proposal of the RFP be submitted with a project plan of how the task will be achieved- this will include time frames, work breakdown structure and risks.

10.3 All Compliance Certificates (Electrical & Plumbing; Fire; Structural) shall be submitted as part of the proposal.

11. EVALUATION CRITERIA

For the purpose of comparison and to ensure a meaningful evaluation, service providers must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The service provider/s will be evaluated in five phases as stated below:

Phase 1	Pre-compliance check on Mandatory requirements
Phase 2	Technical Requirements in Table 1
Phase 3	Technical Functionality
Phase 4	Site-Visit
Phase 5	Price and BBBEE points

11.1 Phase 1: Mandatory Requirements for the service provider

- a. The prospective must be registered on Central Supplier Database (CSD) before submitting proposals.
- b. Fully Completed and signed SBD forms (SBD1, SBD 3.1, SBD 4, SBD 6.1)
- c. Proposed buildings should be OHS Compliant (Certificate of compliance for Electrical, Fire, plumbing, water, and occupancy)

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your proposal/s and will not proceed to Phase 2

11.2 Phase 2: Technical Requirements

The service provider/s is/are required to indicate with a "Yes" or "No" for the proposed building if it fully complies with the criteria below or not. During the evaluation process, the Sub - Bid Evaluation Committee will also verify the prospective service providers' information. The premises/building on offer must comply with, No.2 (security), No.3 (amenities), No.4 (parking) and No. 5 (maintenance). Non- compliance with the above will automatically disqualify the building and will not be evaluated/shortlisted for Phase 3 which is Technical Functionality. In cases where a building does not comply with a particular criterion, the service provider must indicate under comments or a separate sheet the reasons the specific building is not complying to that criterion.

Criterion	Description	Comply (Yes / No/ n/a)	Comments	Reference to pages in the document
1. Building type	Grade B office accommodation or better (Grade A option added advantage)			
	Approximately 200m ² lettable space			
	Layout drawings of the building			
2. Security	The building must have a fully functional and secure access control and provide a safe working environment. CCTV will be an added advantage.			
3. Amenities	The building must have ample ablution facilities available that are in a good and clean condition			
	The building must have air-conditioned offices and areas.			
4. Parking	Approximately thirty (30) parking bays are required including staff vehicles and an additional thirty (30) parking bays for SALGA visitors, all located on the premises. Allowance for at least 2 (two) disabled parking bays. All parking bays are in a safe and secure area under 24-hour surveillance.			
5. Maintenance of the building	The office space/premises are to be fully serviced and maintained by the Landlord. Turnaround clearly stated on maintenance and repair work. Provide a standby power generator to be serviced by the landlord.			
6. Operational costs	Operational costs are included. as requested per section 9.2 above			
7. Pictures of the premises on offer	Submit clear pictures of the building on offer (interior and exterior)			

Table 1: Technical Mandatory Requirements (Suitability of the existing building on offer)

11.3 Phase 4: Technical Functionality

NB: Technical functionality will be done only on service providers that comply with the minimum technical mandatory requirements.

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information is given to enable the evaluation	0
<u>Very poor</u> response based on the expected standard	1
<u>Poor</u> response based on the expected standard	2
<u>Average</u> response based on the expected standard	3
<u>Good</u> response based on the expected standard	4
<u>Excellent</u> response based on the expected standard	5

CRITERIA FOR FUNCTIONALITY	POINTS BREAKDOWN	WEIGHT
The Grading of the building Grading of the building, preferably Grade B or better.	Please send supporting evidence in the building grade. <u>Points allocation:</u> <ul style="list-style-type: none"> 5 points – Green B or better. 3 points – Grade C and less 1 point – non-submission of the requested information 	15
Accommodation Size " Approximately 200m ² lettable space with 62 parking spaces,	<u>Points allocation:</u> <ul style="list-style-type: none"> 5 points – 200 to 250m² lettable space 3 points – 251m²- 300m² lettable space 1 point – 301 to 350m² 0 point - non-submission of requested information or building on offer less than 200m² or above 350 m² 	20
Required Parking "Preferred" parking is a safe, on- site, underground, or in a shaded area	<u>Points allocation:</u> <ul style="list-style-type: none"> 5 points– 40 covered parking bays on-site and at least 2 parking bays for disabled person(s). 0 points - Requirements not met. 	20

Availability of Building The building must be available within one to two months from closing date of the RFP expected around 1 July 2024.	<u>Points allocation:</u> <ul style="list-style-type: none"> • 5 points– Building available in one (1) month. • 4 points - Building available in two (2) months. • 3 points - Building available in three (3) months. • 2 points - Building available in four (4) months. • 1 point - Building available five (5)months and later. 	10
CRITERIA FOR FUNCTIONALITY	POINTS BREAKDOWN	WEIGHT
	<ul style="list-style-type: none"> • 0 points – no information provided. 	
Location and accessibility of the building 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.	<u>Points allocation (Close proximity to public transport:</u> <ul style="list-style-type: none"> • 5 points – Klerksdorp area and/ or precinct and access to all major route networks (safe and accessible) • 0 points– No response or insufficient information provided, or if located in an unsafe area. 	15
Financial Stability Latest Three Year Audited Financial Statements (from 2021 forward to the current year) and any evidence proving financial stability of the company.	<u>Points allocation</u> <ul style="list-style-type: none"> • 5 points – Latest three year audited financial statements (from 2021 forward to the current year) and any evidence proving financial stability of the company. • 3 points– Latest two year audited financial statements (from 2021 forward to the current year) and any evidence proving the financial stability of the company. • 0 points– No valid audited financial Statements and any supporting evidence proving the financial stability of the company. 	10
The Capacity of the Company Capacity in respect of the management of leases, preparing accommodation in terms of user requirements, in evidence provided in the proposal, i.e., company profile, proof of ownership of building and property insurance, turnkey solution ability by the service provider,three (3) reference letters from currentand previous clients within the last five (5) years, support of subcontractors, methodology, etc.	<u>Points allocation</u> <ul style="list-style-type: none"> • 5 points– 3 and more references on company letterhead. • 3 points– 2 references on company letterhead. • 1 point– 1 reference on company letterhead. • 0 point– 1 and more references on company letterhead. 	10

Total for functionality		100
Minimum Threshold		70

Service providers who score 70 (average) points and above will be considered in phase 5 of the evaluation (Site Inspection).

11.4 Phase 5: SITE INSPECTION

NB: Site inspections will be done only on buildings that comply with the minimum technical functionality threshold of 70 (average).

The evaluation of the site inspection will be based on the table below. Yes/No will be verified in all criteria. The value scored for each criterion will be added with the specified weighting (Yes/No) for the relevant criterion to obtain a maximum of 5 YES or more for each criterion. The minimum threshold for the site visit is 5 Yes or more. The buildings / service providers must score the minimum of 5 yes to be evaluated further for Phase 5: Price and BBBEE.

Table 3: Site Inspection Evaluation criteria

NO.	Description	YES	NO	Comments
1.	Grade B building or better			
2.	Building location (In a safe area and/or surrounding area)			
3.	OHS Compliant: <ul style="list-style-type: none"> - Wheelchair friendly - Adequate Firefighting equipment in place - Available emergency exit route with adequate signage leading to a marked emergency exit point in case of emergency. - Sufficient entrances and exits to and from the building as per building regulations. - Existing fire detection and/or prevention service 			
4.	Parking (minimum 30 parking bays) onsite, shaded or underground and 1 for disabled persons			
5.	Adequate office space as per the scope of work (approximately 200 m2)			
6.	Functional access control and a safe working environment			

7	Functional Lift(s) if applicable			
8.	Amenities			
A minimum of 5 YES (with criteria 2, 3, 4, 5 and 6 being non-negotiable) areas specified above are required to meet the threshold for Phase 5 (Price evaluation).				

11.5 Phase 5: Price and Specific Goals

The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 6(2) and 6(3) of the Specific Goals, 2022, preference points must be awarded to a bidder for attaining the Specific Goals accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
	(80/20 System)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women Owned	3
100 % Youth	3
Total Points	20

Table 4: Pricing Schedule

Service providers are required to submit details of the rental to be charged for the first twelve (12) months of the contract period, indicate the annual escalation factor for the following period. All prices must be VAT inclusive.

Item	No of Units	Unit	Price per unit	Price (Monthly)
Rentable area	200	m ²	VAT Excl.	VAT Incl.
Parking	62	bays	VAT Excl.	VAT Incl.
Tenant Installation	Once-off (optional)		VAT Excl.	VAT Incl.
Operational Costs			VAT Excl.	VAT Incl.
Deposit costs	Once off			
Total (VAT excl.) (monthly in year 1)				VAT Excl
Total (VAT incl.) (monthly in year 1)				VAT Incl.

ITEM	RENT/MONTH (Including VAT)	TOTAL ANNUAL RENT (including VAT)
GROSS RENT (annual year 1)	R	R
OTHER COSTS (specify)	(Not included on a gross rental)	
TOTAL (VAT Incl) (Over 18 months)		R

***Additional areas, parking, levies etc. (please specify)**

ESCALATION FACTOR

Escalation factor per year ----- % per year.

TENANT ALLOWANCE (OPTIONAL)

Tenant allowance R.....

Notes: This amount should be sufficient to cover possible changes to offices and other additional SALGA requirements. (Terms and conditions of the tenant allowance must be addressed in the written proposal)

12. SPECIAL CONDITIONS

The following should be noted by interested parties:

- 12.1 SALGA may at its discretion vary this instruction to include more scope/work or to exclude work/service areas. In the case of the latter, the service provider shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.

- 12.2 All copyright and intellectual property rights that may result because of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- 12.3 SALGA may dictate the framework in which documents (policies, plans, reports, etc.) shall be submitted; however, the service provider should be able to submit a proposal on the layout of his/her choice for consideration by SALGA.
- 12.4 SALGAs (general conditions of the bid, contract, and order) shall apply to this RFP. The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- 12.5 SALGA reserves the right not to award the RFP to any service provider at its discretion.
- 12.6 SALGA reserves the right to select solely on the information received in the proposals or to negotiate further with one or more service provider/s.
- 12.7 SALGA will visit the buildings of the prospective service providers that meet the minimum requirements.
- 12.8 To contact any service provider during the evaluation period, to clarify information only, without informing any other service provider.
- 12.9 The service provider accepts that SALGA will have a right to contract with any other service provider for the provision of services not covered by this specification.
- 12.10 Government procedures will be followed in appointing the prospective service provider.
- 12.11 In line with the Legislative Framework, SALGA is not obliged to continue, renew, or extend any existing contracts of the service provider, unless it deems otherwise.)
- 12.13 SALGA will not award the RFP to any prospective service provider who has not registered with the Central Database Supplier as regulated by the National Treasury Department.
- 12.14 The preferred service provider is expected to ensure that the building is insured and proof of such should be provided to SALGA upon request.

CONDITIONS OF RFP

13. (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR RFP- PROPOSAL NON-RESPONSIVE)

13.1 The requirement for the content of the project proposal section below outlines the information that must be included in proposal offers. **Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.**

13.2 The Service Provider will be required to sign confidentiality and indemnity

agreements with SALGA.

13.3 SALGA may at its discretion vary an instruction to include more work.

13.4 Failure to comply with any condition of this request for a proposal will invalidate respective RFP proposals.

13.5 If any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.

13.6 SALGA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.

13.7 Service providers shall not make available or disclose details about their project proposal with anyone not specifically involved unless authorized to do so by SALGA.

13.8 Service providers shall not issue any press release, social media, or another public announcement about the details of their project without the prior written approval of SALGA.

13.9 Service providers are required to declare any conflict of interest they may have in the transaction for which the RFP is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any proposal where such a conflict of interest exists or where a such potential conflict of interest may arise.

13.10 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.

13.11. Disputes that may arise between SALGA and a service provider must be settled through mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

13.12. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the service provider shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other RFP documentation.

13.13. SALGA will not be liable for costs incurred during the site visits (if applicable) or any other cost related to the submission of the RFP.

13.14 The service provider may not cede or assign any part of its agreement with SALGA nor subcontract any part of the work assigned to them without the prior written authorisation of SALGA.

13.15 Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.

13.16 Materials and products may not be made available to any unauthorised person or institution or sold for profit without prior writing from SALGA.

13.17 No information concerning the RFP or award of the RFP may be made available by the service provider to other parties without prior consultation and written approval from SALGA.

14 INSTRUCTIONS TO THE PROSPECTIVE SERVICE PROVIDERS

14.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's **request for proposals is to obtain suitable office accommodation around the Klerksdorp area for the SALGA North-West office to lease for 18 (eighteen) months.** The information contained herein provides a format to facilitate the service provider's response format must be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e., a per-unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to SALGA.

14.2 Where Consortia / Joint Ventures / Sub-contractors are involved; each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

14.3 Questions During the Proposal Process

There will not be a briefing session for this RFP, Service providers are encouraged to send their enquiries before the closing date 25 June 2024 to the email address below.

scm@salga.org.za.

Questions will only be taken up to four working days before the closing date.

Service providers finding apparent discrepancies or omissions in the RFP should notify Service providers may during the RFP period, be advised by Addenda, of any additions, clarifications, deletions, or alterations to these specifications. All such changes should be covered by the service provider's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered valid or official.

No further addenda will be issued by SALGA after 12:00 noon, **four business days** before RFP closing without providing an extension of time.

14.4 Submission of Proposal

NB: The RFP proposal must be submitted via email below:

scm@salga.org.za.

Fax transmissions are not acceptable.

SALGA will not be responsible for any costs incurred by the service providers associated with the preparation of responses to the RFP.

Proposals received past the time stated above will not be considered and will be returned to the service provider.

All proposals will remain in force and will be irrevocable for a **ninety / 90 days** after the proposed closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

14.5 Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

14.6 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning service provider subject to the following:

the winning service provider fails to perform per the specified service requirements as set out in the RFP.

the winning service provider otherwise violates the provisions of the RFP to a substantial degree.

14.7 Liability

SALGA will not be held liable for any actions of the winning service provider and/or its employees.

14.8 Important Dates

- **18 June 2024** – Last date/opportunity for questions or to request clarity via email; and
- **25 June 2024** - RFP closing date due at 11:00.

15 FORMS

15.1 Standard Bidding Forms

a. Pricing Schedule

Form SBD 3 - Bidders must complete this document in full.

b. Bidders Disclosure

Form SBD 4 - Bidders must complete this document in full.

c. Preference Points Claim form.

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to sections 8 and 9. They must be completed on the original and signed.

Reviewed by Chairperson: Sub - Bid Specification Committee