



TERMS OF REFERENCE:

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUITABLE PREMISES FOR THE PORTS
REGULATOR OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW
FURTHER TWO (2) YEARS**

Tender No: PRSA/BID/2024/25/01

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1 PURPOSE

- 1.1 The Ports Regulator of South Africa (PRSA) requires a service provider to provide with office rental space for a period of three (3) years with an option to renew for a further two (2) years.
- 1.2 Therefore, the purpose of these Terms of Reference is to invite and find suitably qualified service provider/s to submit proposals for the provision of leased office space (994 m² to 1000 m² excluding parking) and parking facilities for the PRSA around Durban (within a 20 km radius of its current offices) for a period of three (3) years with an option to renew further two (2) years as from 01 October 2024.

2 INTRODUCTION AND BACKGROUND

- 2.1 The Ports Regulator of South Africa is a Schedule 3A public entity in terms of the Public Finance Management Act No. 1 of 1999 (PFMA) as amended. The PRSA must fully comply with all the requirements of the PFMA.
- 2.2 In terms of section 30 (1) and (2) of the National Ports Act No. 12 of 2005 ("National Ports Act") the main functions of the Regulator are to:
- Exercise economic regulation of the ports system in line with government's strategic objectives.
 - Promote equity of access to ports and facilities and services provided in ports.
 - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the Act; and
 - Hear appeals and complaints contemplated in terms of Sections 46 and 47 of the Act.
- 2.3 The PRSA's current offices are based at 11th Floor, The Marine Building, 22 Dorothy Nyembe Street, Durban, 4001. The office is approximately 795 square meters excluding parking. The organisation is growing, there are more vacant positions on the structure that need to be filled. The current office space is not sufficient to cater for more staff members, hence the PRSA is looking for bigger office space to cater for additional staff members.
- 2.4 It is against this background that the PRSA requires the services of a service provider to provide office rental space in extent of 994 m² to 1 000 m² for a period of three (3) years with an option to renew further two (2) years.

3 OBJECTIVES OF THE PROPOSAL

To ensure that the PRSA has adequate office space that accommodates all its employees and meet immediate future requirements.

4 SCOPE AND EXTENT OF WORK

The draft specification / requirements for office space are as follows:

4.1 Location, amenities, and property information

- The office building must be within the radius of 20 kilometres from our current offices (22 Dorothy Nyembe Street, Durban CBD).
- The office building must be within a walking distance to public transportation/route.
- The proposed office space should be approximately between 994 m² to 1 000 m² excluding parking. The office building should allow for safe and easily accessible entrance / exit to and from the building by staff, clients and service providers and be access controlled.
- The building must be an existing building (complete built structure) that is fit for purpose.
- The building should have access for persons with disabilities.

4.2 Building classification

- The building must be Grade A or Grade B office building.
- Proposals must be submitted according to the grading of the required building.
- It must be preferably within an office Park Area.

4.3 Heating, ventilation, and air conditioning

- The office building must be fully air-conditioned and ventilated and be flexible to be converted to the PRSA requirements.
- The building ventilation must comply with Occupational Health and Safety Act 85 of 1993 as amended.
- The air conditioners must be well maintained and a preventative maintenance record and schedule to be provided to PRSA when requested.
- All offices must have individual air conditioners. If the air conditioner is centralised, a provision must be made for individuals to control and or/adjust the temperature in their own demarcated areas.
- All air conditioners must be energy efficient, low vibrant, low noise, remote controlled and modern.

4.4 Escalators and lifts

- The building must have elevators (for multi-storey buildings).
- The elevators should meet the following minimum standards: ➤ Audio and visual warning ➤ Control button including emergency button.

4.5 Power supply and Electrical

- The office space on offer must have its own electric distribution board(s).
- Uninterrupted Power Supply (UPS) and back-up generator power supply must be available in the event of any power interruptions for the entire building 24/7 including maintenance and refill of fuel at no cost to PRSA.
- The office building must have double tier cable trays in ceiling voids or make allowance for these.
- The building must have sufficient power points to cater for all the number of the staff indicated.
- Each person/office should be allocated two (2) white plugs and one (1) red plug.

4.6 Ablution facilities

- The building must have ablution facilities accommodating approximately 35 + employees and visitors.
- There must be male and female ablution facilities.
- There must be ablution facilities accommodating persons living with disabilities.

4.7 Fire equipment

- The building fire safety and control systems should be compliant in accordance with the Occupational Health and Safety Act 85 of 1993 as amended.
- The building should be equipped with fire panel system and other fire equipment such as fire extinguishers, hose reels, smoke detectors and sprinklers, etc.

4.8 OHS requirements

- The office building must fully comply with the National Building Regulations and Building Standards Act 103 of 1977 as amended, Occupational Health and Safety Act 85 of 1993 as amended and other relevant legislations.
- The office building must have facilities which include but not limited to access such as ramp(s), lifts and designated and well-equipped ablution facilities for persons living with disabilities.
- The office building must comply with Occupational Health and Safety Act 85 of 1993 as amended in terms of emergency/escape routes.
- All relevant OHS signages to be fully installed.

4.9 IT infrastructure

- Server room requirements must comply with the minimum requirements as per below guidelines:

PRSA Data Center Requirements Guideline

1. Introduction

A data center is a facility that centralizes an organization's IT operations and equipment, and where it stores, manages, and disseminates its data. Data center house a network's most critical systems and are vital to the continuity of daily operations. Consequentially, the security and reliability of data canter and their information is a top priority for PRSA.

PRSA requires **two (2)** data centres (server rooms)

2. Purpose

The purpose of this of this guidelines is to outline requirements for establishment of a sound and secure data center that is align to best practice for the two new data centres.

3. *General space characteristics*

3.1. **Specifications per data centre (server room)**

- a) Room walls, ceiling, and doors should be sound isolated from other occupied areas.
- b) Main doors frame should be 160cm wide, and 220cm height.
- c) Floor must be antistatic, raised floor tiles or sheet vinyl should be used.
- d) Room must not have windows (for security, sound, and environmental management reasons).
- e) Raised floor suction cup tile lifter

3.2. **Equipment**

- a) Maximum electrical density of computing equipment in a Datacenter should not exceed 300 Watts per square foot.
- b) Computer racks should have seismic bracing and proper grounding.
- c) Computer racks should have adequate clearance per manufacturer specifications (but no less than 140cm front and 90cm rear clearance); the room itself should have a minimum 45cm ceiling.
- d) The room should have at least one phone.

3.3. **Fire prevention**

- a) Room should have an adequate fire suppression system (a “pre-action” type system is highly recommended).
- b) Room should be fire rated if cabling and cooling systems are combined in the same space above the ceiling or below the floor.

3.4. **Cooling (Row cooling)**

- a) An under floor air distribution system is preferred, although ducted systems are acceptable. In either system, racks should be arranged in a hot isle/cold isle configuration. If under floor, the floor minimum height should be 20cm and the raised floor must be designed to accommodate the weight of fully loaded server racks, as well as any lifting and transportation devices used in the movement of racks, computational equipment, and ancillary support systems.

4. **Mechanical systems**

4.1. **Air conditioning**

- a) Room cooling and humidity control should be via an independent AC system (i.e., not connected to main building system), with a return air design point temperature and relative humidity of 22°C and 45% respectively.
- b) There should be sufficient clearance (minimum 90cm) between the A/C unit and computer racks in order to avoid potential damage from water leaks, as well as to allow for maintenance access.

4.2. Future planning

- a) Room design should include appropriate planning for the removal of AC unit condensate (either via gravity or pump).
- b) Sufficient cooling redundancy should be considered and installed if possible; a backup refrigerant-based cooling system in parallel with the building chilled water system and multiple AC units in an N+1 design will provide the best protection against failure.
- c) Sufficient future expandability and scalability shall be analysed and designed in conjunction with the mechanical and electrical system specifications.
- d) Administrators may wish to provide the means for automatic software and hardware shutdown of systems based on various environmental conditions in the Datacenter, e.g., temperature, fire alarms, water sensors, etc.

5. Electrical systems

5.1. Capacity and quality

- a) The room should have separate, dedicated power panels for both computer equipment and the A/C system. Mechanical and electrical systems should be designed for long-term, maximum expected room utilization.
- b) Building power quality considerations should be taken into account to determine the need for isolation transformers, UPS systems, and other power conditioning equipment. To the extent possible, such heat generating support equipment should not be located in the Datacenter.
- c) A Power Distribution Unit (PDU) layout is preferred, with power monitoring and UPS support provided on a per rack basis.
- d) Electrical system should be designed to provide an isolated ground, dedicated neutral, and a grounding grid.

- e) The PDUs on both server rooms MUST be connected from the main power into the building (**NOT from the floor DB box**).
- f) Primary building generator with clean power must be installed and connected to the red power plugs.

5.2. Emergency planning

- a) Emergency/backup power should not be tied into the building life safety system. The department must supply and maintain separate backup power (e.g., UPS or generator) if desired.
- b) Datacenter electrical distribution system should have easily accessible shunt trip capabilities for emergency shutdown.
- c) Server rooms should have emergency lighting to provide for life safety in the event of a power outage.

6. Audio Visual requirements

- 6.1. Video Conferencing for both Ministry and the Director-General boardrooms (specifications to be provided when rooms have been allocated).

7. Alarm and security

7.1. Alarm systems

- a) Critical alarms related to the functioning of the A/C system and physical environment of the room must be mapped into the Facilities Management Energy Management System.
- b) TIS should also provide monitoring and alarming separate from the Facilities Management system, as needed, in order to be notified of critical environmental events in the Datacenter.
- c) The Datacenter should have water sensor alarms reporting to both Facilities Management and the TIS.

7.2. Cabling

- a) CAT 6 cabling in the building.
- b) Optic multi-mode 4 (OM4) fibre cabling between server rooms and cabinet rooms).
- c) Cable runaway and mesh trays for cabling.

7.3. Security

- a) All entrances to the room should be properly secured and alarmed where appropriate.
- b) Access control system to be interfaced to Security Services access system.
- c) Safe (strong room) for safe keeping of new and equipment that could not be finished at the end of the day.

- The server room must have restricted biometric access control.
- The proposed building must have fibre network infrastructure.
- The proposed building must have dedicated network points for printing.
- The proposed building must have sufficient network and power points.

4.10 Security management and systems

- The office premises must have security cameras and be access controlled, with manned security 24/7.

4.11 Parking

- The building must have twenty-five (25) secure covered on-site parking, additional five (5) visitors' parking - two (2) which will cater for persons with disability and must be available in accordance with municipal by-laws.

4.12 Occupancy

- The building must be readily available from the date of the signing of the Service Level Agreement (SLA) till the official handover date to enable PRSA to fit and install some of the necessary equipment and should be rent free.
- Post the award the contract may be divided into two phases, namely:
 - ✓ Phase 1: partitioning of the office space as per the terms of reference. The partitioning period will not form part of the lease period term; and/ or
 - ✓ Phase 2: commencement of the lease period.
- The lease commencement date will be on the 01st October 2024.
- The lease contract should be signed with the owner of the building/ landlord or a duly authorised representative.

4.13 Interior design and space planning

- An approved floor plan of the building drawn to scale must be submitted with the proposal.
- The landlord/service provider will be required to provide a proposed office layout with partitioning, which must be based on the attached office space structure required by PRSA attached as Annexure B.
- Building must allow for the branding of the office as per PRSA guidelines.

4.14 Tenant installations and building maintenance

- Bidders must include the costs of tenant installation in the costing model.
- Bidders must ensure that the costs of tenant installation provided covers all the PRSA office modification as per the below PRSA requirements:

Current total office space: 795 m² (including common areas)

Staff Accommodated: 35 (tightly accommodated and in some areas space not compliant)

Immediate Challenges:

- Current Boardroom is too small to accommodate all PRSA staff during the staff meeting or training/workshop.
- No Private offices for HR/Finance & SCM who handle sensitive and confidential information.
- No CEO's reception area to accommodate CEO's PA and external stakeholders/visitors.
- No area to accommodate the Executive Assistant
- Limited storage space for Industry Development
- No storage space for Finance and SCM documents
- No "chill room/eating space/lounge/pause area" for staff.

ASSUMPTIONS INFORMING THE PROPOSED ADDITIONAL GROSS LETTABLE AREA (GLA)

NORMS & STANDARDS

For PRSA PURPOSES

One-on-one spaces (Offices)

- **Purpose:** Offer privacy for executives & senior managers can work quietly & hold discussions with staff on day-to-day matters.
- **Ideal size:** 20 – 25 m² (Executives)
- **30 – 35 m² (CEO)**
- **15 – 20 m² (Managers)**

Occupancy: 1

Open-Plan Office

- **Ideal Size:** 180 - 300 m²
- **Occupancy:** Accommodating 15 - 25 workstations (dependent on the layout and type of furniture used)

Small Conference Rooms

- **Purpose:** Smaller meetings that may include a mix of in-office and remote employees
- Ideal size:** 20-80 m²
- Occupancy:** 6 - 12 under normal circumstances.

6.10.1 Large Conference Rooms

- **Purpose:** Department meetings, staff meetings, induction, external meetings, training

Occupancy: 12-20 under normal circumstances;

Ideal size: 300 m² or more

- Proposed immediate new GLA (m²) accommodating 35 staff 994 m² excluding parking.
(Amended from 35 staff 994 m² - 1 000 m² excluding parking as previously requested).

| AREA SCHEDULE | CURRENT SPACE | FUTURE REQUIREMENTS (REQUIRED SPACE) |
|-----------------------------------|-----------------------------|---|
| ROOM NAME | GLA (m2) | GLA (m2) |
| BOARDROOM | 81,60 | 100 |
| TRIBUNAL ROOM | 64,62 | 0 |
| CIRCULATION | 83,93 | 90 |
| OFFICE 01 | 18,43 | 23 - Executive |
| OFFICE 02 | 18,90 | 23 - Executive |
| OFFICE 03 | 21,66 | 23 - Executive |
| OFFICE 04 | 18,40 | 23 - Executive |
| OFFICE 05 | 16,13 | 18 - Manager |
| OFFICE 06 | 22,29 | 18 - Manager |
| OFFICE 07 | 22,88 | 18 - Manager |
| OFFICE 08 (CEO Reception Area) | 32,23 | 35 – CEO Reception Area |
| OFFICE 9 | 15,73 | 18 - Manager |
| OFFICE 10 (CEO) | 33,05 | 35 - CEO |
| OPEN PLAN OFFICE | 134,33 | 180.00 (18 workstations accommodation cupboards/credenza & collaboration round table) |
| RECEPTION & WAITING | 46,92 | 47 |
| SERVER ROOM 1 | 9,97 | 15 |
| SERVER ROOM 2 | | 10 |
| STOREROOM 01 (Corporate Services) | 10,53 | 25 |
| STOREROOM 02 (ID) | 19,01 | 25 |
| STOREROOM 03 (Stationery room) | 12,62 | 15 |
| TOTAL GLA | 700,75 m² | |
| COMMON AREAS | 95 m2 | 100 |
| ADDITIONAL SPACE | | |
| Office 11 (HR) | | 15 |
| Office 12 (Finance) | | 15 |
| Office 13 (SCM) | | 15 |
| Office 14 Company Secretariat | | 18 |
| Executive Assistant Area (EMs) | - | 15 |
| Research & Library | - | 15 |
| Meeting Room 1 | - | 20 |
| Meeting Room 2 | | 20 |

| | | |
|---|---|------------|
| Chill Room/Lounge | - | 20 |
| TOTAL NEW OFFICE SPACE REQUIRED: 994 | | 994 |
| | | |
| | | |
| | | |
| | | |

NOTE: Short-Term Requirements (exclude STER considerations, however, space could accommodate 5 new staff members for STER)

- 1 Chief Executive Officer Office
- 4 Executives Offices
- 9 Offices
- 2 Executive Assistants Areas
- 1 Main Reception Area - Receptionist
- 20 Workstations (inclusive of accommodating interns & general assistant for multi-skilling)

TOTAL STAFF ACCOMMODATED: 37

- Tenant installation project to be completed in two (2) months upon award.
- Tenant installation must include the following, but not limited to: network and power plugs, carpet installation, painting, air conditioning installation, partitioning, ceiling, renovations or alteration of office space, office blinds, lights and fittings, fire equipment, IT installations etc.
- The lease offered must provide an option for the lessor/landlord to offer building maintenance as part of the lease, with maintenance calls to be attended within 24 hours.

NB: It must be taken into consideration that PRSA will also consider bids/proposals that are above 1 000 square metres but below 1 100 square metres on offer.

5 EXPECTED DELIVERABLES

| No. | Specifications | Requirement(s) |
|-----|-----------------------------|--|
| 1. | Facility description | <ul style="list-style-type: none"> - Building should fully comply with the National Building Regulations and Building Standards Act 103 of 1977 as amended, Occupational Health and Safety Act 85 of 1993 as amended and other relevant legislations. - The proposal must include a full description of the proposed property/ies including the following: <ul style="list-style-type: none"> • Physical Address • Erf number • Portion number • Floor number (if in a high-rise building) - Must be partitioned as per PRSA requirements. |
| 2. | Facility occupancy timeline | <ul style="list-style-type: none"> - The building must be ready for occupancy by the 1st October 2024. - A full pre-occupation inspection between the Landlord and the PRSA must be undertaken prior occupation. |
| 3. | Accessibility | <ul style="list-style-type: none"> - The building must be easily accessible and be close to public transport or along public transport route. |
| 4. | Operating expenses | <ul style="list-style-type: none"> - All services offered by the lessor must be stated. These services should include as a minimum, but not limited to, the provision of all utilities and building services, building security, building compliance to Health and Safety requirements, general maintenance, repairs of electrical installations, air conditioning, custodial and municipal services. - Escalation cost must be provided in the submission. |
| 5. | General layout | <ul style="list-style-type: none"> - A floor plan depicting workable space/office layout and common areas based on PRSA requirements must be provided. The floor layout must indicate the sizes of each required/stated area. The final floor plan must be approved by PRSA before commencement of work. |
| 6. | Technology | <ul style="list-style-type: none"> - The proposed office space must have access to the latest technology provided by major service providers (i.e., fibre ready building) |

6 PERIOD / DURATION OF APPOINTMENT

- 6.1 The contract with the appointed service provider will be for a period of three (3) years with an option to renew for a further two (2) years from date of signature of the lease agreement.
- 6.2 The successful service provider will be subjected to an annual performance assessment and the continuation of the contract will be dependent on a favourable assessment.

7 COSTING / COMPREHENSIVE BUDGET

- 7.1 An all-inclusive comprehensive costing price must be submitted in a separate envelope indicating unit prices per resource inclusive of VAT (SBD 3.3). The bidder should quote in South African currency (Rands) for all the resources.
- 7.2 Escalation cost must be provided in the submission.
- 7.3 The PRSA reserves the right to negotiate with the preferred bidder identified in the evaluation process, regarding any terms and conditions, including rationalisation of the fees to ensure cost containment measures in terms of National Treasury guidelines prior to the awarding of the bid.
- 7.4 Total costs should also include building installation, deinstallation and restoration.
- 7.5 Bidders must include the tenant installation costs in the costing model.
- 7.6 For detailed costing, bidders must complete the below Pricing Schedule Guidance.

| DESCRIPTION | YEAR 1 Cost (Inc. VAT) R | YEAR 2 Cost (Inc. VAT) R | YEAR 3 Cost (Inc. VAT) R | YEAR 4 Cost (Inc. VAT) R | YEAR 5 Cost (Inc. VAT) R |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Upfront deposit (once off, if required) | | N/A | N/A | N/A | N/A |
| Partitioning and office layout (Installation Costs)- once off | | N/A | N/A | N/A | N/A |
| Rand per square meter | | | | | |
| Total square meters (on offer) | | | | | |
| Office rental per month | | | | | |
| Annual escalation rate (Percentage:.....%) | | | | | |
| Municipal rates & taxes | | | | | |
| Operating/maintenance costs per month | | | | | |
| Parking rental per month | | | | | |
| Please specify any other additional costs | | | | | |
| | | | | | |
| GRAND TOTAL BID PRICE FOR THE DURATION OF THE CONTRACT (Year 1 to Year 5)- NB: Must be the same as the total on the SBD 3.3 | | | | | |

8 EVALUATION METHODS

8.1 PHASE 1: Pre-compliance or Initial Screening

8.1.1 During this phase, bid documents will be reviewed to determine compliance with SCM returnables, tax matters and whether the Central Supplier Database (CSD) report has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria may not be evaluated further. Those who fulfil the requirements or have submitted the required documents will be further evaluated.

8.1.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

| Item No. | Administrative Requirements | Check / Compliance | Non-submission may result in disqualification |
|-------------------------------------|--|--|---|
| 1 | Master Bid Document | Provided and bound | *YES |
| 2 | 2 Copies of Bid Documents | Provided and bound | *YES |
| INCLUDED IN THE BID DOCUMENT | | | |
| 3 | SCM - SBD 1 - Invitation to Bid | Completed and signed | *YES |
| 4 | CSD registration number / SARS PIN and CSD summary report | Provided | *YES |
| 5 | SCM- SBD 3.3- Pricing Schedule | Completed | *YES |
| 6 | Annexure C- Pricing Guideline | Completed | *YES |
| 7 | SCM - SBD 4 – Bidder's Disclosure | Completed and signed | *YES |
| 8 | General Conditions of Contract | Every page initialled | *YES |
| 9 | In case of bids where Consortia / Joint Ventures, Consortia / Joint Venture agreement signed by both parties must be submitted with bid proposal | JV agreement completed and signed, if applicable | *YES |
| 10 | Supplier POPIA Consent Form | Completed and signed | *YES |

***YES** – PRSA reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and may not be further evaluated for Pre=Qualification Criteria (Phase 2).

8.2 PHASE 2: MANDATORY REQUIREMENTS

- 8.2.1 Only bid proposals that meet pre-compliance requirements will be evaluated on mandatory requirements. The Bidder must complete the section below by answering **YES or NO**. If, Yes, please attach proof.

| NO. | REQUIREMENT | COMPLY: YES OR NO |
|-----|--|----------------------|
| 1 | Proof of ownership of the building. The Bidder must submit documentary proof of ownership of the proposed building (e.g, certified copy of the Title Deed etc). | |
| 2 | Proof of the Grading of the building The Bidder must submit documentary proof of the grading (Grade A or B) of the building not older than 12 months issued by the organisation accredited by the South African Property Owners Association (SAPOA) | |
| 3 | *Certificate of Occupancy The Bidder must submit documentary proof of the Certificate of Occupancy from the Municipality | |
| 4 | Zoning of premises The Bidder must submit documentary proof from the municipality confirming zoning of either commercial office, business or public buildings | |
| 5 | *Certificates of Compliance The Bidder must submit documentary proof of the Certificates of Compliance for electrical, fire and plumbing works | |
| 6 | Building Insurance The Bidder must submit documentary proof of the building insurance or a letter of intent. | |
| 7 | *Certificate of Occupational Health and Safety (OHS) The Bidder must submit documentary proof of the certificate of Occupational Health and Safety | |

*New certificates will also be requested from the recommended bidder before the building can be occupied.

NOTE: Failure to meet all the mandatory requirements will lead in the Bidder being disqualified and not further evaluated for functionality and technical criteria (Phase 3a).

8.3 PHASE 3: Functionality and Site inspection Criteria

Phase 3a: Functionality and Technical Criteria

- 8.3.1 Only bid proposals that meets mandatory requirements will be considered to be evaluated on functionality and technical criteria.

- 8.3.2 The bidder must score a minimum of **80%** during Phase 3a (functionality / technical) of the evaluation to qualify for Phase 3b of the evaluation where a site inspection will be conducted and evaluated according to Annexure D attached.
- 8.3.3 The table below depicts the assessment relating to functionality / technical evaluation (Phase 3a assessment). Any bidder that scored 80% or higher in this stage of the evaluation will be considered to progress to Phase 3b.

| No. | PHASE 3a | | | |
|-----|--|---|-----------|--------|
| | GUIDELINES FOR CATEGORY CRITERIA | FUNCTIONALITY AND TECHNICAL ASSESSMENT (GUIDELINES FOR CRITERIA APPLICATION) | | WEIGHT |
| 1 | Bidder's experience in the corporate office accommodation (attach proof of signed reference letters) | Bidder's years of experience in the corporate office accommodation rental | Indicator | 20 |
| | | No relevant reference letters provided. | 0 | |
| | | 1 to 2 relevant reference letters provided. | 10 | |
| | | 3 to 4 relevant reference letters provided. | 15 | |
| | | 5 and more relevant reference letters provided. | 20 | |
| 2 | Alternative power supply | The bidder must provide confirmation that the proposed building has alternative power supply in the event of normal power supply interruption to the building | Indicator | 20 |
| | | No confirmation of alternative power supply provided. | 0 | |
| | | Either one of Generator or UPS confirmation provided. | 10 | |
| | | Both Generator and UPS confirmation provided. | 20 | |
| 3 | Parking requirements | Provision of adequate safe, secure on-site parking bays (bidders must provide pictures of marked parking bays or a confirmation). | Indicator | 20 |
| | | No pictures of marked parking bays or confirmation or less than 30 parking bays provided. | 0 | |
| | | 30 secure on-site parking bays provided without 2 that will cater for persons with disability. | 10 | |

| No. | PHASE 3a | | | |
|-----|---------------------------------------|---|-----------|--------|
| | GUIDELINES FOR CATEGORY CRITERIA | FUNCTIONALITY AND TECHNICAL ASSESSMENT (GUIDELINES FOR CRITERIA APPLICATION) | | WEIGHT |
| | | 30 secure on-site parking bays provided in which 2 will cater for persons with disability. | 20 | |
| 4 | Requirements of the proposed building | Bidders are required to provide detailed floor plan and proposal that will indicate the square metres on offer and the proposal must include tenant installations | Indicator | 20 |
| | | Office space is less than 994 square metres or more than 1 100, or no information provided. | 0 | |
| | | Office space is between 1 000 to 1 100 square metres excluding parking bays. | 15 | |
| | | Office space is approximately between 994 square metres and not more than 1 000 square metres excluding parking bays. | 20 | |
| 5 | Location of the proposed building | Bidders are required to provide a detailed location where the proposed building is situated | Indicator | 20 |
| | | Location of the proposed building is more than 20km radius of the current office accommodation (22 Dorothy Nyembe Street, Durban CBD) or No information provided. | 0 | |
| | | Location of the proposed building is within/less than 20km radius of the current office accommodation (22 Dorothy Nyembe Street, Durban CBD). | 20 | |
| | Total points on functionality | | | 100 |

NB: It must be taken into consideration that PRSA will also consider bids/proposals that are above 1 000 square metres but below 1 100 square metres on offer.

Phase 3b: Site Inspection Criteria

8.3.4 Please note that a physical verification of the proposed buildings will be conducted during the evaluation process. Only bid proposals that scored 80% on the functionality criteria will be further evaluated on site inspection criteria.

8.3.5 The Bidder must meet all the requirements as per the below attached Site inspection evaluation checklist in order to qualify for Phase 4 of the evaluation, where only Price will be considered.

| Office Accommodation Evaluation Checklist | | | |
|---|--|--------|----------|
| Name of Building: | | | |
| Street Name or Location: | | | |
| No | Criteria | Yes/No | Comments |
| A | Building location and accessibility Requirements (20km from the current offices) | | |
| 1 | What is the approximate distance from current offices (22 Dorothy Nyembe Street, Durban) using a motor vehicle? (20KMs)? | | |
| 2 | What is the approximate distance of building from public transport interchange facilities, such as taxi ranks, train stations and bus terminals? | | |
| 3 | Is the location accessible to disabled persons (e.g wheelchair ramp, stairway and ramp handrails)? | | |
| 4 | Will the premises allow exterior signage? | | |
| 5 | Is the building within an Office Park? | | |
| B | Building Requirements | | |
| 1 | Does the proposed office premises have electricity fencing around the building? | | |
| 2 | Is the building away from industrial areas including spray painting shops and other factories that spray toxic fumes? | | |
| 3 | What is the general state of the building (condition of the building)? | | |
| 4 | Does the proposed office premises have security cameras with manned security 24/7 and does it have controlled access? | | |
| 5 | If the offices are not on the ground floor is there a functional lift (separate goods & passenger)? | | |
| 6 | Are there secure covered parking bays for the organizations' vehicle, staff members and visitors (as per the ToR) | | |
| 7 | Are the offices graded as A Grade or B grade office building? | | |
| 8 | Is the building an existing building (complete built structure)? | | |
| 9 | Is there a fire detection alarm system? | | |
| 10 | Is there a fire escape with appropriate signage? | | |
| 11 | Are there sufficient fire hoses and extinguishers in the building in accordance with health & safety regulations? | | |
| 12 | Is the proposed building fibre ready? | | |
| 13 | Does the building have the required space (994 to 1000 square metres)? | | |
| 14 | Are there male and female ablution facilities as well as those that cater for persons with disabilities? | | |
| 15 | Are the ablution facilities located within the floor, office area or building? | | |
| 16 | If the toilets are outside the office areas / floor, or building, how many metres away from the office is it located? | | |

| | | | |
|----|---|--|--|
| 17 | Is the office building fully air-conditioned and sufficiently ventilated and flexible to be converted to the PRSA requirements? | | |
| 18 | Has the Landlord confirmed if they have building insurance for the building and is there evidence of such? | | |
| 19 | Is there any evidence of rising damp on the outside of the building and in the premises? | | |
| 20 | Are there any roof leaks in the premises? | | |
| 21 | Are there any damp walls in the premises and what is the cause of dampness? | | |
| 22 | Are the walls on the inside painted and the floors tiled or carpeted? | | |
| 23 | Are there leaking water pipes? | | |
| 24 | Are there clogged drains and leaking wastewater and sewer pipes? | | |
| 25 | Are there sufficient emergency exits in the premises with appropriate signage? | | |
| 26 | Is there adequate natural lighting and ventilation? | | |
| 27 | Is there sufficient artificial lighting? | | |
| 28 | Is there sufficient PowerPoints? | | |
| 29 | Are there any network points in the premises and fibre connection? | | |
| 30 | Are there loose and exposed electrical wiring and fittings? | | |
| 31 | Are there any energy saving devices installed in the premises? | | |
| 32 | Is there an emergency generator as a backup to electricity supply and a UPS? | | |
| 33 | Is the Landlord willing to undertake the tenant installation on behalf of PRSA? | | |
| 34 | Is there a separate electricity/water meter in place which is managed and controlled by the local municipality or Eskom. If not, is the Landlord willing to install separate water/electricity? | | |

8.4 PHASE 4: Price

8.4.1 The **fourth phase** is to rank service providers that successfully qualified on phase 3 (functional evaluation) on Price.

9 BID SUBMISSION REQUIREMENTS

9.1 The service providers should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

- 9.1.1 The service provider must draft a table of content which will indicate where each document is in the proposal.
- 9.1.2 The proposal must consist of two parts, namely the technical bid and the pricing bid (master and copy).
- 9.1.3 Bidders with more than one building which meets the PRSA requirements as contained in these terms of reference, bidders must submit a separate proposal for each building.

- 9.1.4 Standard bidding documents (SBD 1, 3.3, and 4). Tax compliance status requirements and/or Central Supplier Database (CSD) number or report.
- 9.1.5 Certified copies of identity documents of directors and shareholders of the Bidder(s).
- 9.1.6 Letter of Authority to sign documents on behalf of the Bidder(s).

10 SPECIAL CONDITIONS OF CONTRACT

- 10.1 On appointment, the performance measures for the delivery of the agreed services will be closely monitored by PRSA.
- 10.2 The PRSA will not be held responsible for any costs incurred by the service providers in the preparation, presentation and submission of the proposals.
- 10.3 All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract, the special conditions of contract will prevail.
- 10.4 The proposals should be submitted with all required information containing technical information.
- 10.5 The Bidders failing to meet all the mandatory requirements will automatically be disqualified.
- 10.6 If the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirements of the proposal.
- 10.7 Should the Bidder(s) fail to perform, PRSA reserves the right to request that the Bidder remedy the non-performance within fourteen (14) days. Should this non-performance persist, the Bidder will be given thirty (30) days' notice of cancellation of the contract.

11 SUB-CONTRACTING CONDITIONS / REQUIREMENTS

- 11.1 In a case whereby sub-contracting is not set as a pre-qualification criterion, however, the tenderer is intending to sub-contract a portion of the work, such tenderer may only enter into sub-contracting arrangements with the written approval of the PRSA.

12 PAYMENT TERMS

- 12.1 PRSA undertakes to pay out in full or as per deliverables within thirty (30) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in

special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

13 ENQUIRIES

13.1 Should you require any further information in this regard, please do not hesitate to contact:

E-Mail: tenders@portsregulator.org

14 CLOSING DATE

14.1 The closing date for the submission of proposals is on the: **28th March 2024** at 12h00