

REQUEST FOR QUOTATION (RFQ)

Request for Quotation:	PROVISION FOR OFFICE RENTAL SPACE - BOTHAVILLE		
RFQ Number:	RFQ/OPS/BOTHVLLEASE/2024/01		
Opening Date:	19 January 2024		
Closing Date:	02 February 2024	Time:	16h00
Contact Person:	Portia Jonginyanga	Email:	PortiaJ@ppecb.com

1. SCOPE:

The PPECB invite Bidders to tender for the provision of offices for rental for a period of Two (2) years with an option to renew for one (1) year in the Bothaville area. The offered office building must be ready for occupation as of 01 March 2024, and compliant to the PPECB requirements and other building compliance as may be required by law.

All proposals are to be submitted in a format specified in this RFP. However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

Bidders are to submit a proposal for a suitable building for rental purposes by the PPECB within Bothaville area.

2. SPECIFICATION

Building Requirements

PPECB requires office accommodation of approximately 3 PPECB employees in the Bothaville area. The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between 31-35 sqm.
2.	Property Information	<p>Bid proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> Physical address, stand number, Details of all partners to the offer, Detailed rental option, Number of offices: 3 or more, 12 m² and air conditioned Boardroom 4.5 x 4.5 sqm Kitchen area: With built-in cupboards and sink Reception area: Provide for customer waiting area for not more than 3 people, water dispenser, PPECB marketing material and decorative materials. Secure storage area: 2 storerooms for stock and records keeping Total floor space to be air-conditioned and floor covering Tenant installation allowance, Building layout drawings/ plans in CAD format Building insurance information (provide proof of building insurance) <p>Bid proposal should clearly outline the provision of security of the building:</p> <ul style="list-style-type: none"> Access control into the building Armed Response Alarm System



3.	Parking Facilities	Bid proposal should have a detailed layout of the parking areas as detailed in functionality. A minimum of on-site parking bays is required.
4.	Building Compliance	The following certification of compliance must be in place: Mechanical, Electrical, Municipal approved building plans, Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid) and Fire Clearance
5.	Ablutions for Male and Females	The bidder shall provide fully functional new or fully refurbished ablution facilities that meet the OHS Act requirements. If the ablutions are shared by multi companies, the landlord is to provide cleaning services.
6.	Technology and Communication	Power supply to be connected and distributed through the building. Provision to be made for telecommunication lines within the building. Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room)
7.	Health & Safety	<ul style="list-style-type: none"> • Certificate of Good Standing • OHS Policy and Health and Safety Plan • Emergency planning, First Aid and Fire prevention • Covid-19 – Risk Assessment and Preparedness Plan • Health and safety Manager/Officer contact details
8	Maintenance	Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) <ul style="list-style-type: none"> • The office premises (interior and exterior) to be fully serviced and maintained by the Landlord; • Turn-around time to be clearly stated on maintenance and repair work by the Landlord; PPECB reserves the right to negotiate the turnaround times should it not be satisfactory.
9.	Building Support Services	Services must be available on occupation: <ul style="list-style-type: none"> • Municipal approved building plan • Electrical COC • Water • Electricity • Sanitation; and Refuse removal service
10.	Date for Occupation for tenant	01 March 2024

TERMS AND CONDITIONS OF BI**2.1 Bid Submission**

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to Portiaj@ppecb.com

This submission must contain all information and documentation relating to the **RFQ/OPS/BOTHVLEASE/2024/01**

2.2 Closing Date.

2.2.1 Bids must be emailed by the stipulated date and time to the correct email address. Late bids will not be accepted for consideration.

- 2.2.2** PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

2.3 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

2.4 Bid Validity Period

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

2.5 CSD Registration

- 2.5.1** Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 2.5.2** Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 2.5.3** Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

2.6 Acknowledgement and Acceptance

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

2.7 Insurance.

- 2.7.1** The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

2.8 Response Preparation Cost and Ongoing Engagement

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

2.9 Reservations

- 2.9.1** PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 2.9.2** Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 2.9.3** PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:
- Accept a Quotation other than the lowest priced quotation.
 - Refuse to consider any Quotation not conforming with the requirements of this RFQ.
 - Ask any Service Provider to supply further information after the closing date.
 - Cancel this RFQ or any part thereof at any time.
 - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
 - Not to award the quotation at all.

2.10 Data Protection

- 2.10.1** Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

2.11 News and press releases

- 2.11.1** Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

2.12 Disclaimer

- 2.12.1** This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.
- 2.12.2** By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 2.12.3** The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

2.13 General Terms and Conditions

- 2.13.1** The attached terms and conditions must be signed and send back with the RFQ response.

3. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid.
2. SBD4 - Bidder's Disclosure.
3. Valid Tax Clearance Certificate or Pin.
4. Valid BEE Certificate or EME/QSE Affidavit.
5. SBD6.1 – In terms of PPR2022
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

4. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

4.1 Phase 1 – Compliance Evaluation

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 4**. Bidders must ensure that they complete and sign returnable documents.

4.2 Phase 2 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

The evaluation will be based on the below criteria: Phase 1

	Evaluation Criterion	Maximum points
1.	Required floor area availability for occupation for office: <ul style="list-style-type: none"> • 31-35 sqm =10 points • Offices 3 or more = 10 points • Bidder to describe offer regarding their property- = 10 points • To provide Building layout plans = 10 points 	50



	Evaluation Criterion	Maximum points
	<ul style="list-style-type: none"> Provide Proof of Building insurance = 10 points 	
2.	Bidder to provide the following Building information: <ul style="list-style-type: none"> Physical address of building (area around Bothaville) = 5 Stand number /ERF number of the building = 5 Proof of building owners with Name and details of owner, and estate agent if applicable = 5 	15
3.	Required minimum parking space: <ul style="list-style-type: none"> 2 or more parking bays for personnel = 10 1 parking bay for personnel = 5 No Parking bay = 0 	15
5	Security Access: Bidder to provide letters of confirmation of the Security measures or controlled access to premises and building <ul style="list-style-type: none"> Provide letter of confirmation = 5 points No security or access control to premises and building = 0 	5
6	Information and Communication Requirements (ICT) Bidder to provide letter of confirmation <ul style="list-style-type: none"> Power supply to be connected and distributed through the building = 5 points Telecommunications lines to the building = 5 points Alternative Power Supply = 5 points 	15
7	Payment terms 30 Days payment term = 10 points	10
	Total Points	110

The points obtained for functionality must be a minimum of **88** points out of a maximum of **110** points. Suppliers who obtain less than **88** points will be declared non-responsive and therefore disqualified.

Site visit for Building Conditions: Phase 2

Criteria	
Building Conditions: The building must be in a good and safe condition; it must not be old and dilapidated. The PPECB will conduct a site visit to the proposed building to determine suitability in terms of: <ul style="list-style-type: none"> Security of the location of the building Accessibility General condition of the building Security measures (Burglar bars, alarm system, etc) Should the building be deemed unsuitable based on the listed criteria above the bid will not progress to the next phase of evaluation	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No

5. Phase 3: POINTS AWARDED FOR SPECIFIC GOALS

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:

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 the 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.)

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 10 % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 5 % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS	Total Points: 5 EME = 5 QSE = 5	

	Approved certificate or Commissioned affidavit or Annual Financial Statements	Enterprises with turnover above R50m = 1	
	Total Specific Goals	20	

5.1 Phase 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 5.1.1 The risk of fruitless and wasteful expenditure to the PPECB.
- 5.1.2 The risk of an abnormally low bid.
- 5.1.3 The risk of a material irregularity.
- 5.1.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5.1.5 The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

6 DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

RFQ No: **RFQ..... for the entire PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorized to sign this proposal.

NAME (PRINT) Signature

WITNESSES:

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