



BID DESCRIPTION:

Re-advertisement: Appointment of a service provider to provide office space and accommodation for the HSRC Durban regional office from 1 June 2024 until 31 March 2025.

1. BACKGROUND OF THE HSRC

The HSRC is looking for a suitable building to accommodate the Durban Regional Office for approximately 40 staff members who work on a hybrid system.

The HSRC was established in 1968 as South Africa's statutory research agency and has grown to become the largest dedicated research institute in the social sciences and humanities on the African continent, doing cutting-edge public research in areas that are crucial to development.

Our mandate is to inform the effective formulation and monitoring of government policy; to evaluate policy implementation; to stimulate public debate through the effective dissemination of research-based data and fact-based research results; to foster research collaboration; and to help build research capacity and infrastructure for the human sciences.

2. SPECIAL INSTRUCTIONS TO BIDDERS

- 2.1. Bidders shall provide full and accurate answers to the mandatory questions posed in this document. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All required documents must be supplied as part of the submission.
- 2.2. Bidders must be registered on the National Treasury Central Supplier Database (CSD) before submitting a bid. Note: Bidders' registration on CSD will be verified.
- 2.3. Bidders who do not comply with the mandatory requirements will not be considered.

3. Requirements

3.1.	Premises	Minimum 100m2 over 1 floor, up to 300m2
3.2.	Office Grade	Grading A, B, C or D.
3.3.	Initial Lease Period	10 months
3.4.	Renewal Period	negotiable or according to business needs
3.5.	Annual Escalation	Not applicable
3.6.	Size (GLA)	Approximately (a 10% variance will be allowed).
3.7.	Location	Durban and surrounding areas within eThekweni municipality
3.8.	Deposit	Negotiable
3.9.	Staff Parking	5 Bays with 10 visitor bays(No tandem Bays)
3.10.	Bid Closing Date	27 May 2024
3.11.	Beneficial Occupation Date	N/A
3.12.	Commencement Date	upon signing of lease June 2024
3.13.	Award of contract date	To be confirmed
3.14.	Lease signed by	To be confirmed

4. **MANDATORY CHECKLIST**

Failure to comply with any of the mandatory requirements will immediately disqualify the bid.

No.	Mandatory documents to be provided by the bidder	Provided YES or NO
Compulsory Meeting		
4.1	Did a representative attend the compulsory virtual briefing session?	
Proof of Ownership		
4.2	A title deed. If the bidder is not the owner, the contract with the landlord must be provided.	
Building Requirement		
4.3	A zoning extract is to be provided.	
Bidder agrees to provide the following certificates on completion of Tenant Installation.		
4.5	Occupancy Certificate	
4.6	Electrical certificate of compliance.	
Insurance		
4.7	Submit evidence of a risk insurance schedule covering the entire building.	
Completed Draft Lease Agreement		
4.8	Submit a completed draft lease for the HSRC (Not only a template).	
Floor Plan		
4.9	Submit a plan of the proposed office layout	
Mandatory Disclosure Form		
4.11	Complete and submit the mandatory disclosure form (Annexure A)	
ICT Requirement		
4.12	Internet connectivity and network cabling are preferable	
Backup Power		
4.13	Backup power is preferable but not compulsory	
Parking Requirements		
4.16	Minimum 5 parking bays with 10 visitor bays to be provided. Tandem parking is not permitted.	
Surveillance and Alarm systems		
4.17	Provide full details of security measures and personnel including alarm systems and/or guards	
Noise Pollution		
4.18	The premises cannot be above or next to a supermarket or a gym. The lease premises need to be in a low-noise environment, suitable for academic research.	

5. FUNCTIONAL SPECIFICATION

5.1. THE LEASE ARRANGEMENT

- 5.1.1. The rental bid must be for the completed premises.
- 5.1.2. The landlord must be willing to undertake all refurbishments on behalf of the HSRC.
- 5.1.3. A snag list shall be prepared and submitted within 30 days of occupation to the landlord, who will attend to the defects within 30 days of receipt thereof, or a longer period agreed upon by both parties.
- 5.1.4. The lease agreement must not have a penalty if the lease is not renewed, and the lease must not require the premises to be white or grey-boxed upon exit.
- 5.1.5. The lease agreement shall incorporate a right of first refusal to any additional space that becomes available for the duration of the lease.
- 5.1.6. Occupation Certificates should be provided by the landlord within three (3) months after occupancy.
- 5.1.7. The premises shall be measured using the SAPOA 'Method for Measuring Floor Areas in Buildings'
- 5.1.8. The lease is to incorporate a rent reversion to market for the renewal period.
- 5.1.9. The bidder must be available to perform a physical walkthrough of the proposed premises, including the parking bays.
- 5.1.10. Complete Draft Lease Agreement in accordance with proposal.

5.2. THE LEASED BUILDING SIZE AND LOCATION:

- 5.2.1. The building must be preferably located in one of the following nodes of Durban Town:
 - 5.2.1.1. UKZN Howard College and surrounds (University of KwaZulu Natal)
 - 5.2.1.2. Durban, Overport area, Florida Road precinct Westwood/Westville area
 - 5.2.1.3. Glenwood area, Berea, Musgrave, Essenwood
 - 5.2.1.4. New South Beach Precinct
- 5.2.2. Building Name: _____
Building Address: _____
Erf Number: _____
- 5.2.3. The building must be in a convenient and safe area that is nearby, within 1.2km radius to public transport facilities such as bus terminals, taxi ranks and/or train stations.
- 5.2.4. The building should be located close to amenities such as restaurants, cafes, retail stores, etc.

5.3. BUILDING – GENERAL REQUIREMENTS

- 5.3.1. The building must be an existing complete structure.
- 5.3.2. The total lettable area of the building offered must not be less than 100m² (as per SAPOA), allowing for future growth.
- 5.3.3. Accommodation must preferably be on the same floor.
- 5.3.4. The landlord is to provide proof that the building and leased premises are fully compliant with general building regulations and all Local Authorities and Municipalities by-laws.
- 5.3.5. The building must have Fire Detection and Prevention Infrastructure.
- 5.3.6. The landlord must maintain the exterior of the leased premises together with common areas for the duration of the agreement.
- 5.3.7. HSRC signage on the exterior of the building is preferable.

- 5.3.8. The building must have access for people with special needs/ disability or make an undertaking to avail for such before occupation (e.g., wheelchair ramp or wheelchair lift).

5.4. PARKING:

- 5.4.1. The HSRC requires 15 parking bays(5 staff, 10 visitor) of which 1 will cater for physically disabled people.
- 5.4.2. The Lease must incorporate a right of first refusal to any additional parking coming available for the duration of the lease.
- 5.4.3. Tandem parking bays will not be permitted.
- 5.4.4. The building must have visitor parking bays in addition to the 5 parking bays.
- 5.4.5. The proposal includes 5 exclusive use with at least 1disabled parking bays on-site with direct access to the office

5.5. BUILDING SERVICES:

- 5.5.1. The building should have goods and passenger lifts if not on the ground floor
- 5.5.2. Ablution facilities, including facilities for the physically disabled must be available
- 5.5.3. The building must be fully air-conditioned and ventilated as per the Occupational Health and Safety standards by the date of occupation.
- 5.5.4. The building on offer must have its own separate Electric Distribution Board(s) and respective meter reader per floor.

5.6. TENANT INSTALLATION

- 5.6.1. The Landlord is required to deliver completed premises ready for occupation as defined in this document.

5.7. SPACE PLANNING

The bidder must provide a space plan with the bid proposal outlining the proposed office layout.

5.8. GENERAL MAINTENANCE

The Lease agreement will make the landlord responsible for the maintenance and compliance of the following for the duration of the lease:

- 5.8.1. All lifts.
- 5.8.2. Windows.
- 5.8.3. Roofs.
- 5.8.4. HVAC & Fresh air.
- 5.8.5. Ablution Hygiene equipment in common areas
- 5.8.6. Electrical supply: (Up to Distribution board).
- 5.8.7. Fire Protection, Detection, and Suppression.
- 5.8.8. Plumbing: Up to kitchens and internal ablutions.
- 5.8.9. Common areas: Maintain and upkeep electrical reticulation.
- 5.8.10. Grounds and gardens.
- 5.8.11. Stormwater.
- 5.8.12. Parking.
- 5.8.13. Washing the external windows & facades.

5.8.14. Municipal Waste collection -Once a week

5.8.15. Generator Maintenance.

5.8.16. Surveillance system if present.

5.9. THE OFFICE AREAS

The building provided must consider the following key details:

5.9.1. The estimated number of staff members per day will vary depending on the department needs.

5.9.2. The proposed floor design should ideally keep departments together.

5.9.3. HSRC require at least 1 storeroom or office that can be used as a storeroom

Building Size		Details	Yes/No
Bidders' self-evaluation of Minimum Gross Lettable Area		The leased area over one floor	
		The area offered to the HSRC is at least 100m ² with an acceptable variance of 10%	
Gross lettable area		Floor plans submitted showing total area offered to The HSRC	
Location		Details	Yes/No
Bidder Evaluation of their compliance to Location		Location within a 1.2km radius of public transport facilities (the property address must be provided) and within a 1km radius of amenities such as restaurants, cafes, and retail stores	
		Location >1.2km radius but less than 3km radius from public transport facilities (the property address must be provided) and >1km radius but less than 3km radius from amenities such as restaurants, cafes, and retail stores	
Parking		Details	Yes/No
Bidder Evaluation of their compliance with parking		The proposal includes at least 5 exclusive use parking bays on-site and a further 10 visitor parking bays onsite when needed	
		The proposal includes 5 exclusive-use parking bays onsite, and a further 10 visitor parking bays within a 150m radius when needed	

Criteria Scoring Value in points	Weights	*Comments:
Points available- max 100	Score	
1. 5 exclusive staff parking bays including 1 disabled and 10 visitor bays, shortfall in any these areas will result in a lower score. • Reception area/Entrance Hall (2 points) • Accessibility (2 points) • Vicinity to office entrance (2 points) • Demarcated bays (2 points) • Covered parking (2 points) = 10 points Zero points will be allocated for any of the criteria not being met.	10 points	
2. Well-maintained building, all windows and doors fully functional, outside façade and windows, condition of flooring, access control, windows that seal properly and properly fitted, and finished bathrooms will warrant full scoring, shortfall in any of these areas will result in a lower scoring. • Painting or finish on the exterior of the building (2 Points) • Windows and Doors to withstand inclement weather (2 Points) • Security doors or gates at the entrance or floors assigned to HSRC (2 Points) • Finishing of Flooring (2 Points) • Bathrooms that can cater for disabled persons (2 Points) = 10 points Zero points will be allocated for any of the criteria not being met.	10 Points	
3. Condition of ablution facilities including disabled friendly = 10 points Zero Points will be allocated if the ablution facilities are not in a condition, 5 Points for average condition and 10 Points for excellent condition that is conducive to the HSRC and business requirements	10 Points	
4. Amenities close to premises including public transport, food options, banking and retail = 10 Points Zero or lower points will be allocated if the amenities are further away (more than 1km) from the office or not present. Scoring will be 10 Points for having necessary amenities, 5 points for having some amenities and 0 point for no amenities	10 Points	

5. Exterior and interior suitability for HSRC conducive environment = 10 points Zero or lower points will be allocated if the building condition is in poor condition i.e. Not maintained or painted, Parking and outside areas are not maintained. Interior and OHS systems not present or not maintained including painting of walls, flooring, HVAC systems and PA or other fire detection systems not present or maintained according to OEM and OHS requirements. 10 points for the interior and exterior in excellent condition and suitable for the HSRC, 5 points for building and interior and exterior in average condition and 0 points for the interior and exterior poorly maintained and not conducive to the HSRC required conducive environment for research.	10 Points	
6. Signage option for both exterior and interior of building = 10 point Zero or lower points will be allocated if the building allows for some signage on the interior and some signage on the exterior. 10 Points for permission to have large outdoor and indoor signage, 5 points for some indoor signage and zero 0 points for no signage	10 Points	
7. Noise levels at the building and neighboring businesses and tenants =10 points Zero or lower points will be allocated if the neighboring businesses/residents or other tenants are businesses/residents that are loud and will affect a conducive research environment for the HSRC. 10 points for a conducive quiet building, 5 points for some lower volume of sounds such as traffic, other businesses and residents. 0 points for a noisy environment not conducive to HSRC research work.	10 Points	
8. Kitchen or kitchenette part of the premises = 10 points Zero or lower points will be allocated if there is no kitchen/kitchenette provided. 10 points for a kitchen with plumbing and sink. 5 points for kitchen/kitchenette. 0 points for not kitchen/kitchenette.	10 Points	
9. Security -Security guards onsite/ Security for vehicle access with boom or gated. Zero points or lower points for no security personnel or vehicle access security. 10 points for gated access for vehicles with guard. 5 points for vehicle access without guards. 0 points for no secured vehicle access	10 Points	
10. Disability Accessibility – Office area/space must have disabled access such as lifts or wheelchair ramps. No disabled accessibility will result in zero or lower points scored. 10 points for disabled accessibility, 5 points for some disability access and 0 points for no disability access.	10 Points	

Table 1: Bid timelines

Activity	Due Date
Advertisement of bid on Government e-tender portal / print media / HSRC website	17 May 2024
Compulsory virtual briefing and clarification session. No attendance will lead to automatic disqualification.	22 May 2024 @ 11:00
Proposal closing date	27 May 2024 @ 11:00

Note: All prices must be VAT Inclusive and must be quoted in South African Rand (ZAR).

The bidder will be required to price on the following (from the proposed Lease Agreement):

Rent Calculation:				
Item	No. of units	Unit	Price per unit	Rent (monthly)
1. Net Rent		Rate/m ²		
2. Rates & Taxes		Rate/m ²		
3. CID Levy		Rate/m ²		
4. Operation Costs		Rate/m ²		
4.1. Generator Maintenance		Rate/m ²		
4.2. Security		Rate/m ²		
4.3. Common Area cleaning		Rate/m ²		
4.4. Body Corporate		Rate/m ²		
4.5. Other				
4.6. Other				
5. Open Parking		Bays		
6. Basement/undercover parking		Bays		
Total				
VAT @15%				
Total Monthly Rent Including VAT				

Important:

The following consumption charges that are based on the HSRC usage do not form part of this:

- Electricity Consumption and availability of supply charge
- Water Consumption and availability of supply charge
- Sewage and Refuse Charges
- Chilled Water for HVAC (if applicable)
- Diesel Consumption for Generator if used.

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand.

- "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**