



# National Institute for the Humanities and Social Sciences

## BID DETAILS

**BID NUMBER:** NIHSS/OFFICE-01/2025

**CLOSE Date:** 06 February 2026

**Time:** 12:00 noon

**DESCRIPTION:** PROVISION OF A SERVICE PROVIDER TO PROVIDE OFFICE ACCOMMODATION

**BRIEFING SESSION:**

Yes

☒

No

☐

## DETAILS OF BIDDER

**Organisation/individual:**

**Contact person:**

**Date:**

-----

**Email address:**

**Telephone Number:**

**Cellular Number:**

**Fax Number:**

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## 1. Bid Notice and Invitation to Bid

### PROVISION OF A SERVICE PROVIDER TO PROVIDE OFFICE SPACE TO RENT FOR A LEASE PERIOD OF THREE YEARS

NIHSS is a public institution and therefore procurement preference shall be given in in line with Preferential Procurement Policy Framework Act (Act 5 of 2000) and its Regulations of 2022.

#### Non-Compulsory Briefing session:

**Date: 19 January 2026**

**Time: 11:00 noon**

**Online: To join zoom meeting click on the link below:**

<https://us02web.zoom.us/j/85072435087?pwd=hsEfedbLJWUw74i4HQ0TlyeCTal5ca.1>

**Meeting ID: 850 7243 5087**

**Passcode: 616375**

**The Closing date for this Bid is: 06 February at 12:00 noon**

**The bidders are to submit One (1) Original Bid, one (1) Copy and One soft copy (usb)**

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:**

NIHSS  
2<sup>ND</sup> FLOOR  
24 ST ANDREWS ROAD  
PARKTOWN

-----  
**OR**

Handed over the counter at reception situated at the address noted above, if the bid submission is too big for the bid box it will be logged in and left behind the reception counter.

**OR**

Bid documents can be sent via courier to the physical address mentioned above.

**In all instances above, bidders or the courier company must ensure that they sign a tender submission register.**

***No faxed or emailed proposals will be accepted.***

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**Bidders should ensure that tender documents are delivered at the NIHSS physical address. This submission must be done at reception area before the closing date and time. If the bid is late, it will not be accepted for consideration. Tenders may only be submitted on the original tender documentation that is issued. The re-typing of the Tender document is not permitted.**

Proposals can be delivered between 08:00 and 16:30, Mondays to Fridays, prior to the closing date, and between 08:00 and 12:00 noon on the closing date.

All bids must be submitted on the official bid forms (not to be retyped).

Preferably a table of contents or an index page should be included in the front of the bid.

Any queries regarding technical and administrative information may be directed via e-mail and will be responded to by 30<sup>th</sup> January 2026 to:

Name: Gosego Tladi  
 Email: [tenders@nihss.ac.za](mailto:tenders@nihss.ac.za)

## 2. GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a tender.
2. The following definitions shall apply:
  - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance, fund contributions and skills development levies;
  - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
  - (c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
  - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
  - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
  - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
  - (g) “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
  - (h) “contract” means the agreement (including a service level agreement) that results from the acceptance of a bid by the National Institute of Humanities and Social Sciences (NIHSS);
  - (i) “EME” means any enterprise with an annual total revenue that is less than the prescribed threshold value;
  - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
  - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
  - (l) “non-firm prices” means all prices other than “firm” prices;
  - (m) “person” includes a juristic person;
  - (n) “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
  - (o) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;

- (p) “Service Provider or Supplier” (used interchangeably) means any individual or entity that has the potential to be contracted by the NIHSS to render goods/services.
  - (q) “sub-contract” means the primary service provider/contractor’s assigning, leasing, making out work to, or employing, another person to support such primary service provider/contractor in the execution of part of a project in terms of the contract.  
  
In the event that the primary contractor/service provider is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a ‘sub-contractor’;
  - (r) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
  - (s) “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
  4. The tender forms shall not be retyped or redrafted, but photocopies may be prepared and used.
  5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
  6. Failure on the part of the service provider to **sign/initial all applicable pages** of this tender form and thus to acknowledge and accept the conditions in writing **shall** invalidate the tender submission.
  7. Failure on the part of the service provider to complete the attached forms, questionnaires and specifications’ document in all respects **shall** invalidate the tender submission.
  8. All changes/alterations in the tender document should be signed/initialled. Failure on the part of the service provider to sign/initial any alterations and/or corrections made to information provided in this tender form **may** invalidate the tender.
  9. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document **may** invalidate your tender submission.
  10. Any changes/alterations to pricing that are not signed/initialled are considered material and **shall** invalidate the tender submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the tender submission.
  11. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed mechanically, e.g. by means of a typewriter/computer are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the tender submission.
  12. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete tender submissions (i.e. with missing pages) shall be disqualified.

13. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes.
14. It is an absolute requirement that the tax affairs of the successful service provider **must** be in order.
15. Discounts offered by any service provider as part of their tender submission may be considered by the National Institute for the Humanities and Social Sciences (NIHSS) at its sole discretion in the tender adjudication process.
16. In cases where the services offered are not according to specification, the deviations from the specifications shall be indicated. Specifications may not, however, be changed in the tender forms provided as that shall invalidate a tender submission.
17. Unless specifically provided for in the tender document, no tenders transmitted by facsimile or email will be considered.
18. A service level agreement (SLA/contract) may be entered into with the successful service provider.
19. Any service provider found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
20. The National Institute of Humanities and Social Sciences (NIHSS) reserves the right to negotiate the extension of the contract at its sole discretion.
21. Tender submissions received by the National Institute of Humanities and Social Sciences (NIHSS) and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to specific bids are not available for perusal by the public.
22. All information supplied by the National Institute of Humanities and Social Sciences (NIHSS) will be in the strictest confidence and will remain the proprietary information of the NIHSS. No service provider will be permitted to disclose any such information to any third party without the prior express written authority and/or consent of the National Institute of Humanities and Social Sciences (NIHSS).
23. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
24. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2022. These regulations require service providers to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an applicable affidavit.
25. The following preference point systems is applicable to all bids:
  - (a) the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included); and
  - (b) the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).
26. The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.
27. If it is unclear which preference point system will be applicable, then either the 80/20 or

the 90/10 preference point system will apply, and the lowest acceptable tender will be used to determine the applicable preference point system.

28. Preference points for this bid shall be awarded for:

- (a) Price (80 or 90 as applicable); and
- (b) B-BBEE Status Level of Contribution (20 or 10 as applicable).

29. The formulae to be utilised in calculating points scored for price are as follows: 80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or below R50 million) (all applicable taxes included)]

Where

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender.

90/10 Preference point system [(for acquisition of goods or services with a Rand value above R50 million) (all applicable taxes included)]

Where

$$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender.



30. In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

31. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA), or a Verification Agency accredited by South African Accreditation System (SANAS) or a Registered Auditor. Registered auditors do not need to meet the prerequisite for Independent Regulatory Board of Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
32. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or a Verification Agency accredited by South African Accreditation System (SANAS).
33. Failure on the part of a bidder to complete and/or to sign this form and submit an original or a certified copy of a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
34. A trust, consortium or joint venture, will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
35. A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if it were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
36. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
37. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability

and ability to execute the sub-contract. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

38. The National Institute of Humanities and Social Sciences (NIHSS) reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the National Institute for the Humanities and Social Sciences. In the event that no response is received from the issuer of the certificate after 48 hours no B-BBEE points will be allocated in the final scoring.
39. The bidder obtaining the highest number of total points will be awarded the contract subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the due diligence audit.
40. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
41. Points scored will be rounded off to the nearest 2 decimal places.
42. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
43. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
44. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
45. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal).
46. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority, where –
  - (a) the bidder is employed by the state; and/or
  - (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.
47. The Public Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, point 62 and 63 above will not be applicable.
- 49 The employer's right to accept or reject any tender offer

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The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract (Lease). The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.

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# **Bid Specifications**

**NIHSS/OFFICE-01/2025**

## **Office Accommodation For The National Institute of The Humanities and social sciences**

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## 1. BACKGROUND

The National Institute for the Humanities and Social Sciences (NIHSS) was established on 05 December 2013, under the auspices of the Higher Education and Training Ministry. The role of the NIHSS is to enhance and support the Humanities and Social Sciences (HSS) in South Africa and beyond. The mission of the NIHSS is to redress existing deficits and to coordinate projects, programmes and collaborations and activities in the HSS disciplines within and through existing and future public universities

The NIHSS offices are currently located at 2<sup>nd</sup> Floor, 24 St Andrews Road, Parktown, Johannesburg. The NIHSS has embarked on a competitive bidding (tender) procurement process to lease office space. The NIHSS prefers to lease office space located within Park Town area Johannesburg and therefore invites interested property companies/property developers to submit written proposals related to this requirement. Greenfield projects (i.e. still to be built on a vacant piece of land) may be suitable. However, the NIHSS reserves the right to choose a green fields project and will only consider such an option within operational and budgetary considerations; for example, if the building can be constructed and commissioned to the required specifications within an acceptable timeframe.

## 2. BID REQUIREMENTS

- 2.1. Bidders are required to submit a company profile that describes the nature of the organisation and its normal business activities with details of track record and experience relating to the leasing and/or development of commercial property.
- 2.2. Bidders must submit written proposals which sufficiently address the office space requirements, as indicated in the detailed specifications, and must include a floor plan of the proposed site/ Building.
- 2.3. Bidders must submit a report, signed off by a professional architect, indicating the grading of the building.
- 2.4. This information will be used in the evaluation and adjudication of the bid and the NIHSS will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material. Bid responses will be evaluated as submitted.
- 2.5. The NIHSS does, however, reserve the right to verify the information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bidder's proposal may be disqualified.
- 2.6. Valid tax clearance certificate / CSD report/ SARS pin must be submitted.
- 2.7. Contactable references for services of a similar nature must be submitted.
- 2.8. Failure to submit the required B-BBEE status level certificates/affidavits will lead to a zero (0) status level for non-compliant service providers/contributors.
- 2.9. The National Institute for the Humanities and Social Sciences (NIHSS) reserves the right not to award the bid to the highest ranked bidder.
- 2.10. The rates must be in line with the current South African Property Owners Association (SAPOA) rates.

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***Note: Where specific written submissions are called for in this bid, they must be provided. All such submissions will be used in the adjudication of the proposal. Failure to submit the correct written documentation and/or evidence may therefore lead to disqualification of a bid submission.***

### 3. GENERAL SPECIFICATIONS

#### 3.1. Objectives

The NIHSS desires to lease a local office that can meet its operational requirements.

3.1.1 Based on the NIHSS space planning assessment to ensure operational functionality, the accommodation should be in the order of 1700m<sup>2</sup> and must provide for the following:

- 3.1.1.1 Lockable offices (28) or potential to partition over time as required.
- 3.1.1.2 Open plan offices (X5)
- 3.1.1.3 Boardrooms (X4)
- 3.1.1.4 Ablution facilities (males and females that will cater for paraplegics)
- 3.1.1.5 Kitchen area (x2)
- 3.1.1.6 Lockable store rooms (X4) with fire detection and suppression systems
- 3.1.1.7 Lockable IT Server room with fire detection and suppression systems
- 3.1.1.8 Reception Area
- 3.1.1.9 Photocopier room
- 3.1.1.10 Meeting room
- 3.1.1.11 Quick meeting rooms
- 3.1.1.12 Pause areas (X3)
- 3.1.1.13 Lunch area
- 3.1.1.14 Balcony (X2)
- 3.1.1.15 Coffee bar
- 3.1.1.16 Filing room with fire detection and suppression systems (1)
- 3.1.1.17 Library area
- 3.1.1.18 Sick bay

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- 3.1.2 The office space should be easily accessible from public transport and main roads.
- 3.1.3 There should be adequate telecommunication infrastructure in the area to provide the offices with telephone, fax and data lines
- 3.1.4 The office space should have sufficient water and electricity supply.
- 3.1.5 There should be sufficient uniform lighting in all areas of the office space.
- 3.1.6 The office space should be equipped with a separate kitchen area that has a sink with cold and hot water taps.
- 3.1.7 The office space should have appropriate flooring (e.g. ceramic tiling, carpeting, wooden floors, et cetera).
- 3.1.8 The office space should have air conditioning in the work station areas.
- 3.1.9 The office space should have stable power for the utilisation of electronic equipment such as computers, photocopiers, fax machines and other electronic goods and appliances.
- 3.1.10 The office space should be fitted with related fire protection systems as required by the Occupational Health and Safety Act.
  - a. The office space must be in line with the following principles of good property management contained in the asset management principles as espoused in the Government Immovable Asset Management Act (Act 19 of 2007 )
  - b. financially, economically and technically viable and offers value for money over its life cycle;
  - c. affordable in terms of existing budget and future budgetary projections after considering life cycle costs; and
  - d. readily and economically maintained;
- 3.1.12. The office space on offer should provide for 20 covered or basement parking spaces.
- 3.1.13. The office space should have 15 open bay parking spaces.
- 3.1.14. The office space should have security guards.
- 3.1.15. The office should have access-controlled gates.
- 3.1.16. The office space offered should be ready for occupation by 1 April 2026, with the potential to be partitioned over time as required.
- 3.1.17. The Office space should have closed- circuit Television (CCTV) installed.
- 3.1.18. The office should have an UPS/ Backup Generator.
- 3.1.19. The provision of a backup water supply will be considered an added advantage.

### 3.2 *Duration of the Contract*

The duration of the lease will be for a period of five (5) years.

**NB:** The contract / lease is subject to renewal of NIHSS mandate.

### 3.3 *Documentation for Payment*

Invoices shall be submitted monthly by the landlord for payment. Such invoices should reflect a clear breakdown of costs, for example:

- Rental amount
- Operating Cost
- Electricity Charge
- Water charge
- Refuse removal charge
- Other costs

**NB:** Point 3.3 is on a usage basis.

### 3.4 *Security and Integrity Requirements*

Bidder(s) may be subjected to security vetting requirements at the discretion of the Institute, prior to award of this bid.



## 4 DETAILED SPECIFICATIONS

The NIHSS requires office accommodation in the Parktown area that can meet its operational requirements. Those requirements are stipulated in the “Detailed Specification Table” shown below.

Bidders are required to reply to each requirement by marking a “YES” or “NO”. Additional information regarding these specific requirements should be provided in the written proposal.

**Aesthetics:** The NIHSS and must be able to decide on the final design of the office building and give approval.

### 4.1 Detailed Specification Table – NIHSS OFFICE

ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS	
			YES	NO
1	Location	Located in Parktown area in the Johannesburg municipality [Exact address must be provided in the written submission]	YES	NO
2	Telecommunication	Available Telkom ADSL telephone lines in the area. Submit proof of availability from Telkom.	YES	NO

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3	Lease agreement	At least 5 years, subject to clause 3.2. availability from Telkom.	YES	NO
4	Condition of building	Existing grade B or higher building which are in good condition and ready for occupation. [Dilapidated buildings will not be accepted]	YES	NO
		A new building/greenfield project is proposed that will meet the operational requirements of the National Institute for the Humanities and Social Sciences (NIHSS)	YES	NO
5	Ablution facilities	Adequate separate male 30m <sup>2</sup> , female 30m <sup>2</sup> . and separate facilities for the physically challenged.	YES	NO
6	Internal finishing	Tiled corridors with ample sound absorbing materials on walls and ceilings which are easy to maintain	YES	NO
7	Size	The under-roof floor space in the order of 1700m <sup>2</sup> Variance of 20% larger or smaller	YES	NO
8	Accessibility	The proposed office facility is easily accessible from public transport and main roads. [Main access roads must be stated in the in the written proposal}	YES	NO
		The proposed office space accessible for persons with disabilities.	YES	NO

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9	Office space (Size of space on offer should be stated in the written proposal)	lockable office of 25m <sup>2</sup> . (office 1) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 25m <sup>2</sup> . (office 2) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 25m <sup>2</sup> . (office 3) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 25m <sup>2</sup> . (office 4) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 5) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 6) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 7) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 8) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 9) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 10) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 11) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 12) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 13) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 14) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 15) [Variance of 20% larger or smaller]	YES	NO

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		lockable office of 12m <sup>2</sup> . (office 16) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 17) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 19) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 20) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 21) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 22) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 23) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 24) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 25) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 26) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 27) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m <sup>2</sup> . (office 28) [Variance of 20% larger or smaller]	YES	NO
		Lockable boardroom 1 of 30m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Lockable boardroom 2 of m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Lockable boardroom 3 of 35m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO

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		Lockable boardroom 4 of 57m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Lockable quick meeting area 1 of 7m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Lockable quick meeting area 2 of 7m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Meeting room 1 of 19m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Photocopy room of 7m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Store room 1 of 7m <sup>2</sup> with fire detection and suppression systems. [Variance of 20% larger or smaller]	YES	NO
		Store room 2 of 10m <sup>2</sup> with fire detection and suppression systems [Variance of 20% larger or smaller]	YES	NO
		Variance of 20% larger or smaller		
		Filing room of 14m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Pause Area of 1 of 10m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Pause Area of 1 of 10m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Pause Area 2 of 12m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Pause Area 3 of 80m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		ICT server Room with fire detection and suppression systems 12 m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO

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		Lunch area 56m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Coffee bar 25m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Library 120m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Balcony 1 of 145 m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Balcony 2 of 145m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
		Waiting area 32m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO
10	Potential for Expansion		YES	NO
11	Internal finishes	Is the office space tiled, wooden laminated or carpeted? And Sound absorbing materials?	YES	NO
12	Reception Area	Reception area must fit in with the building design incorporating a lockable and a waiting area [176m <sup>2</sup> Variance of 20% larger or smaller]	YES	NO
13	Kitchen (two separate kitchen facilities are required)	The office accommodation is equipped with a separate kitchen 25m <sup>2</sup> . and has built-in cupboards for the storage of kitchen utensils. [Variance of 20% larger or smaller]	YES	NO
		The office accommodation is equipped with a separate kitchen and has adequate space for a fridge and microwave. 30m <sup>2</sup> . [Variance of 20% larger or smaller]	YES	NO

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		The office accommodation is equipped with a separate kitchen and has a sink with cold and hot water taps.	YES	NO
14	Air conditioning	There is/will be adequate air conditioning for work station areas.	YES	NO
15	Electricity supply	Stable electricity supply from the Johannesburg Metropolitan authority or Eskom if applicable. At least two white and one red power outlets per office or workspace area is required.	YES	NO
16	Emergency power generator	Emergency power generator installed, connected and commissioned to supply power to lights, red and white power sockets as well as the ICT server room air conditioner.	YES	NO
17	Lighting	Lighting is/will be adequate and conducive to a good working environment and Eco friendly.	YES	NO
18	Safety and security	The proposed office is/will be fitted with fire and smoke detectors for health and safety as a requirement system that comply with the Occupational Health and Safety Act.	YES	NO
		There is/ will be security guards on the premises	YES	NO
		There is/ will be access controlled gate.	YES	NO
		There is/will be Closed-circuit television (CCTV)		
19	Parking	20 safely secured basements or under cover parking bays for staff	YES	NO
		15 visitors open bays parking for visitors	YES	NO
20	Availability	Will these premises be available for occupation on the 01 April 2026?	YES	NO

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21	Tenant installation	Is there tenant installation? How much is tenant installation.....	YES	NO
22	Building grade	Is there building Grade B or above?	YES	NO
23	Building type	Commercial	YES	NO
		Residential	YES	NO
		If in a residential zone, does the property have business rights? Submit proof of business rights in residential zone.	YES	NO
24	The amenities related to this office space / building / office park?	Highways, public transportation, universities and shops.	YES	NO

#### 4.2 Availability of facility offered

Facility offered will be available for a period of Five (5) years, subject to the renewal of the National Institute of the Humanities and Social Sciences mandate.

Please mark “Yes” or “No” as applicable)

YES

NO

#### Notes:

- 4.1.1 Terms and conditions of the tenant installation must be clearly addressed in the written proposal.
- 4.1.2 This amount should be sufficient to cover possible changes to offices.
- 4.1.3 The tenant installation must be indicated.

#### 4.3 Escalation factor

Escalation factor over a five-year (5) year period must be indicated in section 5, Rental and costs.

## 5 RENTAL AND COSTS

Bidders are required to submit details of the rental to be charged for the period of five years, with year one (1) indicating the installation costs.

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Bidders must also indicate other incidental costs and/or external factors that may affect the rental and/or incidental costs subject to the renewal of the National Institute of the Humanities and Social Sciences mandate.

All prices must be VAT inclusive.

**Notes:**

- ***Failure to comprehensively complete the pricing schedules below will invalidate your bid.***
- ***Do not substitute the pricing schedule. Additional cost calculations may be submitted in support of the compulsory pricing schedule below.***

## 5.1 Rental Schedule

### 5.1.1 Accommodation Particulars

Named of Building	
Address of Building	
Municipal Valuation of Building	
Gross floor area of accommodation	
Date accommodation may be occupied	

### 5.1.2 Rentals (Offices, stores and parking)

**Note:**

- ***Do not complete shaded areas***
- ***Refer to section 4.1. Detailed Specification Table – NIHSS OFFICE to complete the pricing.***
- ***Failure to comprehensively complete the pricing schedules will invalidate your submission***

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Bid No:           NIHSS/OFFICE-01/2025

National Institute for the Humanities and Social Sciences

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Year 1	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/u nit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)	
	Lettable Area		1700m² <20%>	sqm			01 April 2026	31 March 2026						
	Lockable offices	28	394 m² <20%>	sqm										
	Open plan offices	5	67 m² <20%>	sqm										
	Lockable Boardroom	4	237 m² <20%>	sqm										
	Ablution facilities <i>(males and females that will cater for paraplegics)</i>	2	70 m² <20%>	sqm										
	Kitchen area	2	55 m² <20%>	sqm										
	Lockable store room	2	17 m² <20%>	sqm										
	Lockable ICT Server room	1	12 m² <20%>	sqm										
	Reception Area	1	176 m² <20%>	sqm										
	Photocopier room	1	7 m² <20%>	sqm										
	Lockable Quick meeting area	2	14 m² <20%>	sqm										
	Meeting rooms	1	19 m² <20%>	sqm										
	Pause areas	3	102 m² <20%>	sqm										
	Lunch area	1	56 m² <20%>	sqm										
	Balcony	2	290 m² <20%>	sqm										
	Coffee bar	1	25 m² <20%>	sqm										
	Filing room	1	14 m² <20%>	sqm										
	Library area	1	120 m² <20%>	sqm										
	Undercover parking	20		Bay										
Covered parking	20		Bay											
Open bay parking	15		Bay											
										Total Monthly Rent		R		
										Tenant Installations		R		

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Year 2	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)	
	Lettable Area		1700m²<20%>	sqm			01 April 2027	31 March 2028						
	Lockable offices	28	394 m²<20%>	sqm										
	Open plan offices	5	67 m²<20%>	sqm										
	Lockable Boardroom	4	237 m²<20%>	sqm										
	Ablution facilities <i>(males and females that will cater for paraplegics)</i>	2	70 m²<20%>	sqm										
	Kitchen area	2	55 m²<20%>	sqm										
	Lockable store room	2	17 m²<20%>	sqm										
	Lockable ICT Server room	1	12 m²<20%>	sqm										
	Reception Area	1	176 m²<20%>	sqm										
	Photocopier room	1	7 m²<20%>	sqm										
	Lockable Quick meeting area	2	14 m²<20%>	sqm										
	Meeting rooms	1	19 m²<20%>	sqm										
	Pause areas	3	102 m²<20%>	sqm										
	Lunch area	1	56 m²<20%>	sqm										
	Balcony	2	290 m²<20%>	sqm										
	Coffee bar	1	25 m²<20%>	sqm										
	Filing room	1	14 m²<20%>	sqm										
	Library area	1	120 m²<20%>	sqm										
	Undercover parking	20		Bay										
	Covered parking	20		Bay										
Open bay parking	15		Bay											
										Total Monthly Rent		R		

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Year 3	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)	
	Lettable Area		1700m²<20%>	sqm			01 April 2028	31 March 2029						
	Lockable offices	28	394 m²<20%>	sqm										
	Open plan offices	5	67 m²<20%>	sqm										
	Lockable Boardroom	4	237 m²<20%>	sqm										
	Ablution facilities <i>(males and females that will cater for paraplegics)</i>	2	70 m²<20%>	sqm										
	Kitchen area	2	55 m²<20%>	sqm										
	Lockable store room	2	17 m²<20%>	sqm										
	Lockable ICT Server room	1	12 m²<20%>	sqm										
	Reception Area	1	176 m²<20%>	sqm										
	Photocopier room	1	7 m²<20%>	sqm										
	Lockable Quick meeting area	2	14 m²<20%>	sqm										
	Meeting rooms	1	19 m²<20%>	sqm										
	Pause areas	3	102 m²<20%>	sqm										
	Lunch area	1	56 m²<20%>	sqm										
	Balcony	2	290 m²<20%>	sqm										
	Coffee bar	1	25 m²<20%>	sqm										
	Filing room	1	14 m²<20%>	sqm										
	Library area	1	120 m²<20%>	sqm										
	Undercover parking	20		Bay										
	Covered parking	20		Bay										
Open bay parking	15		Bay											
										Total Monthly Rent		R		

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Year 4	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/u nit	Start Date	To date	Monthly Commencemen t Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)	
	Lettable Area		1700m²<20%>	sqm			01 April 2029	31 March 2030						
	Lockable offices	28	394 m²<20%>	sqm										
	Open plan offices	5	67 m²<20%>	sqm										
	Lockable Boardroom	4	237 m²<20%>	sqm										
	Ablution facilities <i>(males and females that will cater for paraplegics)</i>	2	70 m²<20%>	sqm										
	Kitchen area	2	55 m²<20%>	sqm										
	Lockable store room	2	17 m²<20%>	sqm										
	Lockable ICT Server room	1	12 m²<20%>	sqm										
	Reception Area	1	176 m²<20%>	sqm										
	Photocopier room	1	7 m²<20%>	sqm										
	Lockable Quick meeting area	2	14 m²<20%>	sqm										
	Meeting rooms	1	19 m²<20%>	sqm										
	Pause areas	3	102 m²<20%>	sqm										
	Lunch area	1	56 m²<20%>	sqm										
	Balcony	2	290 m²<20%>	sqm										
	Coffee bar	1	25 m²<20%>	sqm										
	Filing room	1	14 m²<20%>	sqm										
	Library area	1	120 m²<20%>	sqm										
Undercover parking	20		Bay											
Covered parking	20		Bay											
Open bay parking	15		Bay											
										Total Monthly Rent		R		

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Year 5	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)	
	Lettable Area		1700m²<20%>	sqm			01 April 2030	31 April 2031						
	Lockable offices	28	394 m²<20%>	sqm										
	Open plan offices	5	67 m²<20%>	sqm										
	Lockable Boardroom	4	237 m²<20%>	sqm										
	Ablution facilities <i>(males and females that will cater for paraplegics)</i>	2	70 m²<20%>	sqm										
	Kitchen area	2	55 m²<20%>	sqm										
	Lockable store room	2	17 m²<20%>	sqm										
	Lockable ICT Server room	1	12 m²<20%>	sqm										
	Reception Area	1	176 m²<20%>	sqm										
	Photocopier room	1	7 m²<20%>	sqm										
	Lockable Quick meeting area	2	14 m²<20%>	sqm										
	Meeting rooms	1	19 m²<20%>	sqm										
	Pause areas	3	102 m²<20%>	sqm										
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	Filing room	1	14 m²<20%>	sqm										
	Library area	1	120 m²<20%>	sqm										
	Undercover parking	20		Bay										
Covered parking	20		Bay											
Open bay parking	15		Bay											
										Total Monthly Rent		R		

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## 5.2 COSTS

**Note:**

**Failure to comprehensively complete the pricing schedules will invalidate your submission. NIHSS is not prepared to accept responsibility for services or costs involved in grey shaded areas:**

### 5.2.1 Responsibilities

5.2.1.1. Services	NIHSS	Lessor	Estimated cost per month
5.2.1.1.1. Water consumption			
5.2.1.1.2. Electricity consumption			
5.2.1.1.3. Sanitary services			
5.2.1.1.4. Refuse removal			
5.2.1.1.5. Security services (Portion of office park security allocated to the building offered and security cameras.)			
5.2.1.1.6. Emergency power generator			
5.2.1.1.7. Domestic cleaning service			
5.2.1.1.8. Consumable supplies			

  

5.2.1.2. Rates and Insurance	NIHSS	Lessor	Estimated cost per month
5.2.1.2.1. Municipal rates and increases			
5.2.1.2.2. Insurance and increases			
5.2.1.2.3. SASRIA insurance and increase			

  

5.2.1.3. Other Responsibilities	NIHSS	Lessor	Estimated cost per month
5.2.1.3.1. Contract costs			
5.2.1.3.2. Stamp duty			
5.2.1.3.3. Firefighting equipment			
5.2.1.3.4. Alteration cost			

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### SCHEDULE 3: CONFIRMATION OF COMPLIANCE REPORTS

Bidders are required to attach the following compliance reports listed below. Compliance reports submitted shall be certified.

Compliance report	
1.	Electrical Compliance certificate
2.	Zoning certificate
3.	Fire Regulation Certificate
4.	Health and Safety certificate
5.	Municipal Account of Leased Property (Paid up)
6.	Occupation Certificate
7.	Accessibility Certificate
8.	Air condition compliance report for the past two years (if building is less than two years in existence, then compliance reports for the years in existence should be submitted) -Air conditioning should be services 7 days before client takes occupation.
9.	Cleaning and building maintenance schedule report (if building is less than two years in existence, then compliance reports for the years in existence should be submitted)

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## SCHEDULE 4: BID EVALUATION

*Submissions will be evaluated against the specified bid evaluation criteria.*

**Only submissions that meet the functional and operational needs of the NIHSS will be considered.**

Phase 1: KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is DISQUALIFIED)	YES/NO	COMMENT
Was the bid submitted on time?		
Valid tax clearance certificate / CSD report/ SARS pin submitted?		
Written proposal with attached floor plans and building plans submitted?		
Comprehensive Pricing Schedule submitted?		
Municipal Account of Leased Property (Paid up)?		
Electrical Compliance certificate submitted?		
Occupation Certificate submitted?		
Health and Safety certificate?		
Fire Regulation Certificate submitted?		
Zoning certificate submitted?		
Company profile submitted?		
<b>OUTCOME: QUALIFIES FOR FURTHER EVALUATION (YES / NO)</b>		

PHASE 2	Source reference	YES	NO	COMMENTS
<b><u>KEY REQUIREMENTS FOR BID EVALUATION</u> (Non- compliance on any of the following requirements will result in the disqualification of the proposal from further evaluation)</b>				
1. Building located in the Parktown area.	4.1 item 1			
2. Grade B or Higher building with useable space of no less than 1700m <sup>2</sup> , and Grading and zoning certificates submitted as specified? Have floor plans been submitted?	4.1 item 21 4.1 item 3			
3. Accessibility to and in the building for the physically challenged.	4.1 item 8			
4. Lighting conducive to good working environment.	4.1 item 16			
5. Ablution facilities not shared.	4.1 item 5			
6. Telephone lines available confirmed by Telkom by submitting proof of availability from Telkom.	4.1 item 2			
7. Period of lease of five (5) years with an option to extend offered.	4.1 item 3			
8. Installation, commissioning and connection of emergency electrical power generator offered.	4.1 item 15			
9. Internal Finishes	4.1 item 10			
<b>BIDDER QUALIFIES FOR FURTHER EVALUATION:</b>		<b>YES</b>	<b>NO</b>	

<b>PHASE 3</b> <b>KEY REQUIREMENTS FOR BID EVALUATION</b> <b>(Non- compliance on any of the following requirements will result in the disqualification of the proposal from further evaluation)</b>		Source reference	Maximum Score	Score	COMMENTS
1	Grading of building offered supported by certification (i.e. valuation certificate) and professional architect report. <ul style="list-style-type: none"> <li>Grade A = 10 points</li> <li>Grade B = 5 points</li> </ul>	4.1 item 21	10		
Bidders must submit floor and building plans with their proposal as a source of evidence for 2 to 13 below:					
2	Accessibility from public transport <ul style="list-style-type: none"> <li>Deduct 1 point for every kilometre away from public transport.</li> </ul>	4.1 item 8	10		
3	Internal finishing's in accordance with the NIHSS specifications or detailed plans thereof. <ul style="list-style-type: none"> <li>Tiled corridors = 5 points</li> <li>Sound absorbing materials = 5 points</li> <li>Any other will result in zero points.</li> </ul>	4.1 item 5	10		
4	Offices and carpeting to NIHSS specifications or detailed plans thereof. <ul style="list-style-type: none"> <li>Mostly separate securable offices = 5 points</li> <li>Carpets / tiles fitted = 5 points</li> <li>Any other = 0 points.</li> </ul>	4.1 item 6	5		
5	Air conditioning per individual office/area, or detailed plans thereof. <ul style="list-style-type: none"> <li>Individual air conditioning units for each office/area = 5 point</li> <li>Central air conditioning = 2.5 points</li> <li>No or insufficient air conditioning = 0 points</li> </ul>	4.1 item 7	5		
6	Reception area open plan as specified, or detailed plans thereof. <ul style="list-style-type: none"> <li>As specified = 5 points</li> <li>Not identified less 1 point per item not offered.</li> </ul>	4.1 item 11	5		
7	Storage areas offered or detailed plans thereof. <ul style="list-style-type: none"> <li>Storage offered = 5 points</li> <li>Walk-in strong room = 5 points</li> <li>Non-compliance = 0 points</li> </ul>	4.1 item 12	5		
8	Equipment room or detailed plans thereof. <ul style="list-style-type: none"> <li>Compliance = 5 points</li> <li>Non-compliance = 0 points</li> </ul>	4.1 item 13	5		
9	Security as specified <ul style="list-style-type: none"> <li>Compliance = 5 points</li> <li>Non-compliance = 0 points</li> </ul>	4.1 item 16	5		
10	Parking as specified <ul style="list-style-type: none"> <li>20 undercover parking bays = 5 points</li> <li>&lt;20 undercover parking bays = 0 points</li> <li>15 visitors parking bays = 5 points</li> <li>&lt;15 visitors parking bays = 0 points</li> </ul>	4.1 item 17	10		
11	Board rooms room as specified, or detailed plans thereof. <ul style="list-style-type: none"> <li>Compliance = 10 points</li> <li>Less than specified = 0 points</li> </ul>	4.1 item 20	10		

12	Telephone lines available confirmed by Telkom by submitting proof of availability from Telkom.	4.1 item 21	5		
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<b>PHASE 3</b> <b><u>KEY REQUIREMENTS FOR BID EVALUATION</u></b> <b>(Non- compliance on any of the following requirements will result in the disqualification of the proposal from further evaluation)</b>		Source reference	Maximum Score	Score	COMMENTS
	Compliance = 5 points Non- Compliance = 0 points				
13	Emergency power generator installed and connected to supply power to lights and wall sockets as well as the ICT server room air conditioner Generator / UPS offered as required Compliance = 5 points Non-compliance = 0 points	4.1 item 22	5		
14	Property management experience 5 years and greater = 10 0 – 5 years= 0	2. item 2.1	10		
TOTAL POINTS OUT OF 100					
Minimum 75 % required to ensure further evaluation:					

**Only bidders who scored Minimum 75 % will be evaluated on phase 4**

<b>PHASE 4 SITE INSPECTION (Non- compliance on any of the following requirements may result in the disqualification of the proposal from further evaluation)</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Proximity to highways, public transportation, operations, and Prominence.			
2. General appearance of the building.			
3. Accessibility to and in the building for the physically challenged.			
4. Emergency exist			
5. Back-up generator in working condition?			
7. Security Cameras?			
8. Security services as specified?			

*Important Note:*

***Any bid qualifying for bid adjudication purposes shall be subject to the NIHSS's due diligence audit requirements which will include a site inspection to confirm that the office accommodation offered in respect of such bid complies and conforms to the bid specifications and the Institute's office requirements.***

## 6.Returnable Documents and Schedules

### 5.1 Returnable Documents

#### Section A: Returnable Form Index

Numbered	Returnable documents	Part / Page	Attached / Not attached
<b>Form 1</b>	Bid Sign Off		
<b>Form 2</b>	Compulsory Enterprise Questionnaire		
<b>Form 3</b>	Standard Bidding Declaration of Interest SBD 4		
<b>Form 4</b>	Certificate of Authority of an entity		
<b>Form 5</b>	Authority of Signature		
<b>Form 6</b>	Declaration of Bidder Litigation History		
<b>Form 7</b>	Company Registration certificate		
<b>Form 8</b>	Record of Addenda to Bid documents		
<b>Form 9</b>	Form of Offer and Acceptance		

*Signed*

*Date*

-----

-----

*Name*

*Position*

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**Bidder**

**Form 1: Bid Sign-off**

**All Bidders must furnish the following particulars and include them in their submission (Failure to do so will result in your proposal being disqualified)**

Entity name: .....

Registration number: .....

Tax registration number: .....

Tax Clearance Certificate submitted: YES / NO

VAT registration number .....

Postal address: .....

.....

Street address: .....

.....

Telephone number: Code: ..... Number: .....

Cellular number: .....

Facsimile number: Code: Number: .....

E-mail address: .....

**Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this BID**

Name and Surname: .....

Telephone number: Code: Number: .....

Cellular number .....

Facsimile number: Code: ..... Number: .....

E-mail address: .....

**Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available**

Name and Surname: .....

Telephone number: Code: ..... Number: .....



Cellular number: .....

Facsimile number: Code: ..... Number: .....

E-mail address: .....

# **Declaration**

I/We have examined the information provided in your BID and offer to undertake the work prescribed in accordance with the requirements as set out in the BID. The prices quoted in our proposal are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Are you duly authorised to commit the Bidder: YES / NO

Capacity under which this proposal is signed \_\_\_\_\_

***Failure on the part of the Bidder to sign this form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, will invalidate the proposal.***

## Form 2: Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:**

**Section 2: VAT registration number, if any:**

**Section 3: CIDB registration number, if any:**

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of companies and close corporations**

Company registration number . . . . .

Close corporation number . . . . .

Tax reference number . . . . .

**Section 6: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

#### Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                |   |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province |   |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> an official of any municipality or municipal entity                   | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the NIHSS to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Bid Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other Biding entities submitting Bid offers and have no other relationship with any of the Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

*Enterprise  
Name*

\_\_\_\_\_

### **Form 3: Declaration of Bidder's Past Supply Chain Management Practices**

1 This Bid shall be disregarded if the Bidder, or any of its directors have:

- Abused the institutions supply chain management systems;
- Committed fraud or any other improper conduct in relation to such a system; or
- Failed to perform on any previous contract

2 In order to give effect to the above, the following questionnaire may be completed and submitted with the Bid.

## **BIDDER'S DISCLOSURE (SBD4)**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

employed by the state?

**YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?  
**YES/NO**

- 2.2.1 If so, furnish particulars:

.....  
 .....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

- 2.3.1 If so, furnish particulars:

.....

.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM

INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM

SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

## Form 4: Certificate of Authority of an Entity

Please complete in full and attach required documents (if applicable) defining the bidding company status by ticking the appropriate box hereunder.

	Bidder Status	*Tick off applicable status
One Company Bidding	<b>Company</b> <i>Documents required: No documents required</i>	
	<b>Close Corporation</b> <i>Documents required: No documents required</i>	
	<b>Partnership</b> <i>Documents required: No documents required</i>	
Multiple-Companies Bidding	<b>Sole Proprietor</b> <i>Documents required: No documents required</i>	
	<b>Joint Venture / Consortium</b> <i>Documents required: attach joint venture agreement signed by all members.</i>	
	<b>Sub-contracting</b> <i>Documents required: attach Sub-Contracting Agreement signed by all members.</i>	

Please note that if your Bid is identified as a Bid with Multiple Companies bidding which is either classified as a Joint Venture / Consortium or Subcontracting and the required attached document (Agreement) is not submitted, bidders will be regarded as invalid.

### Declaration

I/We have examined the required information requested and I/We confirm that the documents and information provided is correct and reflective of the entities current status.

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Are you duly authorised to commit the Bidder: YES / NO

Capacity under which this proposal is signed: \_\_\_\_\_

## Form 5: Authority of Signature

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners/:

Name of Firms ..... held  
on the ..... That:

FULL NAMES

SIGNATURES

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

In his/her capacity as ..... Is / are hereby authorised to enter into, sign and execute and complete any documents relating to Bid and or Contracts for the supply of goods and services.

Name	Address	Signature	Date

NOTE:

1. This is to be completed by all bidders including Sole Proprietors (\*Delete which is not applicable)
2. NB: This resolution must be signed by all the Directors / Members/ Partners of the Bidding Enterprise
3. Should the number of Directors / Members / Partners exceed the space available above additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

## Form 6: Declaration of Bidders Litigation History

The Bidder shall list below details of any litigation with which the Bidder (including directors, shareholders of other senior members in previous companies) has been involved with any organ of state or state department including NIHSS within the last ten years. The details must include the year, the litigation parties, and the subject matter of dispute the value of any award or estimated award if the litigation is current and in whose favour the award if any was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

### CERTIFICATION

I, the undersigned (full name).....

Certify that the information furnished in this declaration form true and correct. I accept that in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name:.....

Capacity of authorised agents: .....

Signature(s) of authorised agents: .....

Signed at ..... On this day of .....

Witness (Full name and signatures)

At Witnesses:

Signatures

1..... Name in Block Letters.....

2..... Name in Block Letters.....

## Form 7: Company Registration Certificate (CIPC CHECK)

The Bidder must submit an original or certified copy of the Company registration CERTIFICATE clearly indicating:

The date of registration of the company;

- I. The date the business became operational
- II. The current status of the company and
- III. The active Directors participating in the day to day activities

Failure to submit the Company Registration Certificate may result in the Bidder being disqualified

See detail below for further information

### 4. FORM OF COMPANY AND PROOF OF REGISTRATION

#### 4.1 General

State whether the bidder is a company, a closed corporation, a partnership a sole proprietor or joint venture

[Mark the appropriate below]

Public Company	
Private Company	
Closed Corporation	
Partnership	
Sole Proprietor	
Co-operative	
Joint Venture	

#### 4.2 Information to be provided

If the Bidding Entity is a:		Documentation to be submitted with the Bid
1	Close Corporation, incorporated under the Close Corporation Act, 1984 Act 69 1984	CIPRO CK1 and CK2 (Copies of the founding statement) and list of members.
2	Private Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 including Companies incorporated under Act 53 (b)	Copies of (a) CIPRO CM1 – Certificate of Incorporation (b) CIPRO CM29 – Contents of Register of Directors, Auditors and Officers (c) Shareholders Certificates of all Members of the Company
3	Private Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 which any or all shares are held by another Close Corporation or company with or without share capital	Copies of documents referred to in 1 and or 2 above in respect of all such Closed Corporations and or companies
4	Public Company incorporated with share capital under the companies Act 1973 Act 61 of 1973 including Companies incorporated under Act 21	A signed statement of the Company's Secretary confirming that the Company is a public company. Copy of CM 29
5	Sole Proprietary or Partnership	Copy of the Identity Document of Sole Proprietor
If the Bidding Entity is a:		Documentation to be submitted with the Bid
6	Corporative	CIPRO CR2 – Copies of Company registration document. The percentage of work to be done by each partner must clearly be indicated on Form 7 – Preference Points Claim Form in terms of the Preferential Procurement Regulation 2001
7	Joint Venture	All the documents (as described above) as applicable to each partner in the JV as well as a certified copy of the Joint Venture Agreement. (The percentage of work to be done by each partner of the joint venture must clearly be indicated in the Joint Venture Agreement)

**NOTE:**

If the shares are held in trust provide a copy of the Deed of Trust (only the front page and pages listing the trustees and beneficiaries are required as well as the Letter of Authority as issued by the Master of the Supreme Court, wherein trustees have been duly appointed and authorised, must be provided Include a copy of the Certificate of Change of Name (CM9) if applicable

Registered for VAT purposes in terms of the Value-Added Tax Act, (Act No.89 of 1991)

Yes

No

REGISTRATION NO: .....

## Form 8: Record of Addenda to Bid Documents

We confirm that the following communications received from the NIHSS before the submission of this Bid offer, amending the Bid documents, have been taken into account in this Bid offer:

	DATE	TITLE OR DETAILS
1.		
2.		
3.		
4.		
5..		
6.		
7..		
8.		
9.		

*(Attach additional pages if more space is required)*

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Bidder

## Form 9: Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract In respect of the following works: **PROVISION OF A SERVICE PROVIDER TO PROVIDE OFFICE SPACE TO RENT FOR A LEASE PERIOD OF THREE YEARS**

The tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Tender.

### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....

.....Rand (in words); R..... (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

### TENDERER:

### WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CONTENTS OF THIS PAGE NOTED: ..... SERVICE PROVIDERS INITIALS / SIGNATURE Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

tender submission!!



Name and address of organisation:

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### Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer.

General questionnaire to ensure compliance with tender requirements/rules/conditions/specifications:

Question	If YES, please tick*	If NO, please tick*
Are you duly authorised to sign the tender?		
Has the <i>Declaration of Interest Questionnaire</i> been duly completed and included with the other tender forms?		
Has the <i>Certificate</i> been completed and signed?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with the tender submission?		
The use of pencil to complete the tender forms will invalidate your tender. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your tender submission?		
Are your tax affairs in order?		
Has an original or certified copy of your valid B-BBEE certificate/affidavit been attached to the tender document?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Comprehensive written proposal submitted with the tender document?		

CONTENTS OF THIS PAGE NOTED: ..... SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!