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**Council for Geoscience**

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES

Council for Geoscience requests your quotation on the goods or services listed hereunder. Please furnish all information as requested and return your quotation on the date stipulated. **Late quotations will not be considered.**

**THIS REQUEST WILL BE EVALUATED BASED ON AN 80/20 (PRICE AND SPECIFIC GOAL/S) PREFERENCE SYSTEM**

**NB: Bidders must provide their quotes with the latest completed SBD6.1 (PPR 2022) form. To claim points on specific goal/s (as stipulated in SBD6.1), a Certified BBBEE Certificate /affidavit must be provided as a supporting document.**

**In a case where a bidder does not provide the certified supporting document/s or incorrect completion of the SBD6.1, they will not be awarded points.**

<b>Date Request Sent</b>	<b>4 March 2026</b>
<b>Department</b>	<b>Supply Chain Management</b>
<b>Description of goods and services</b>	<b>Appointment of an Estate Agent or a Property Managing Company for procurement of an office space in the Polokwane City on a lease basis for a minimum period of (3) years to maximum of (10) years.</b>
<b>Detailed Specification</b>	<p><b>1. SCOPE OF PROJECT</b></p> <p>To procure the service of estate agents or property management companies to provide consultancy service for purpose of acquiring an office building on a lease basis for maximum period of ten years.</p> <p>The estate agents or property management companies must be in possession of a mandate issued by the landlord as per the specified requirements below. The prospective corporate office accommodation must already be available and must meet the criteria reflected in the terms of reference.</p> <p>The appointed estate agents or property management companies must <u>provide or identify potential buildings</u> in the area specified on the terms of reference, which CGS may lease for a period of ten (10) years</p> <p>Considering the urgency to acquire corporate office accommodation, estate agents or property management companies are required to <u>propose buildings</u> for evaluation that are available to be leased on short notice and that the</p>

proposed buildings should comply with the specified requirements in the terms of reference. The information relating to the building must be submitted with your proposal.

- ❖ The required property should be between 350±50 sqm.

**2. Duties of the Estate Agent or property management company**

Act as an intermediary between the CGS (Lessee) and the Lessor in the best interest of the CGS at all times.

Present the offer to lease to the Lessor within the relevant mandate and facilitate communication between the parties in respect of said offer

Advise CGS on market conditions, prices, legal requirements and other related matters pertinent and material to the leasing of the property in question.

Accompany CGS during visits to and the inspection of the property advising the CGS on the suitability and value of the property they are visiting.

Coordinate the collating and submitting of all relevant documents, property viewing and oversee the signing of the lease agreement by both parties. The duties of the estate agent or property management company conclude upon signing the lease agreement by both parties.

**3. Commission**

Commission payment will be arranged between estate agent or property management company and the CGS. The commission should be in rand value and will be payable once the lease agreement is concluded between CGS and Landlord.

**4. Office requirements**

**4.1.1.** Office block with the following:

- One Reception and Waiting area
- One Boardroom with space for 10 to 15 occupants
- One Storeroom

- One server room with required environmental conditions, i.e. Airconditioning and air circulation
  - 10 to 15 Offices
  - Open Plan area for additional office space
  - Museum/Library Room
  - Pause Area
  - Kitchenette
  - Cleaners room
  - 10-12 Covered and 3 open parking bays
  - Back-up Power Supply (Generator or similar)
  - Backup Water Supply (Jojo tanks or similar)
  - Office Park/Complex Security
  - Private toilets including paraplegic access
  - Paraplegic Access to offices
  - Multi access / additional Fire escape exit
  - At least 2 exit points in cases of emergency
  - All office spaces, boardrooms and reception area must have heating and cooling enabled air-conditioning
- ❖ The required property should be between 350±50 sqm.

4.1.2. Fully compliant with applicable OHSA Act No 85 of 1993 and Regulations and SANS 10400.

4.1.3. A building must comply with the South African National Building Regulations as governed under the National Building Regulations and Building Standards Act number 103 of 1977.

## **4.2. General requirements**

### **4.2.1. Appearance**

The appearance of the premises must be:

- “Aesthetical” acceptable to CGS
- Have the potential to enhance the corporate image in the branding of CGS
- CGS reserves the right to inspect any proposed building. Bidders are to include photos, sketches, electronic presentations, drawings, plans, etc. to support their bids in respect of this aspect.

#### **4.2.2. Offices and Partitioning**

The respective work areas shall be divided by means of dry wall partitioning with a noise reduction capability of less than 45dB within a range of 100 to 1000 hertz. This factor has to be the same for wall and glass sections as well as doors.

#### **4.2.3. Toilet Facilities (Males)**

The requirements for toilet facilities to be applied in respect of “males” within the building is:

- Two WC (Water Closet)
- One urinal
- One wash basin

#### **4.2.4. Toilet Facilities (Females)**

The requirements for toilet facilities to be applied in respect of “females” within the building is:

- Two WC (Water Closet)
- One wash basin

#### **4.2.5. Toilet Facilities (Physical Challenged Persons)**

Toilet facilities for physical challenged persons need to be in accordance with acceptable norms and standards with minimum internal dimensions of 1.7m by 1.8m Extraction fans should be included in each toilet facility. The toilets facilities for physical challenged persons are the only toilets facilities that operate as “dual gender” toilets i.e. a male may have to assist a disabled female in the toilet or vice versa.

#### **4.2.6. Maintenance and repairs**

It is required that the landlord be responsible for all building maintenance, service and repairs in respect of the accommodation, i.e. electrical, plumbing, air-conditioning, lifts, general maintenance, fire equipment, etc. which forms part of the building.

Should CGS install any security equipment, this will be excluded from the landlord’s responsibilities for maintenance, service and repairs

- Office Hygiene and Cleanliness will be the responsibility of CGS

#### 4.2.7. Operational Costs

The prospective bidder needs to provide a list of all aspects included within the operational costs within this bid, for which CGS will be responsible, (i.e. electricity, water, sewerage, refuse removal, waste management, levies, assessment rates, maintenance, etc.). The prospective bidder must provide costs of water and electricity based on consumption from meters that are dedicated to the lease space.

#### 5. Mandatory requirements

**The estate agents or property management companies must submit the following information, failure will lead to disqualifications**

- Valid selling/rental mandate between the estate agents or property management company and the owner of the building (Landlord).
- A valid fidelity fund certificate (FFC) in the name of the estate agent or property management company
- A valid fidelity fund certificate (FFC) for the principal or employee(s) who perform property practitioner activities.

#### Site evaluation criteria

The identified or proposed office buildings must meet the following requirements.

TECHNICAL REQUIREMENTS	COMPLY	
	YES	NO
Building Location - must be in the City of Polokwane or surrounding suburbs, Limpopo		
Office space located in office park or complex		
10-12 Covered and 3 open parking bays		
Source of Back-up Power Supply that can sustain operations until power is restored (Generator or similar)		
Office Park/Complex perimeter and manned access point security		
Private toilets including paraplegic access as per scope of work		
Paraplegic Access to offices		
Multi access / additional Fire escape exit		

	At least two (2) exit points in cases of emergency		
	The office building must have heating and cooling enabled air-conditioning that is functioning		
	The required property should be between 350±50 sqm.		
<b>Delivery address</b>	Polokwane, Limpopo Province		
<b>Enquiry details (this must not be used for submission of quotations)</b>			
<b>Telephone no:</b>	012 841 1213		
<b>Email</b>	tkome@geoscience.org.za		
<b>Important:</b> Any quotation submitted outside e-bids email address will not be considered for evaluation.			
<b>Submission of quotation to below details</b>			
<b>Email</b>	<b>E-bids@geoscience.org.za ATT: THABANG KOME</b>		
<b>Quote this information in all correspondences</b>	RFQ-10000532-THB: Appointment of an Estate Agent or a Property Managing Company for procurement of an office space in the Polokwane City on a lease basis for a minimum period of (3) years to maximum of (10) years.		
<b>Closing Date and Time</b>	12 March 2026 at 11h:00		

<b>Company Name</b>	
<b>Bidder Signature</b>	
<b>Designation</b>	

### RFQ TERMS AND CONDITIONS

1. The rate must be VAT inclusive, for VAT registered vendors only and In an event that non-VAT vendor intentionally or erroneously quoted prices inclusive of VAT, the CGS shall consider total price exclusive of VAT in consultation with the affected service provider(s)
2. The Council for Geoscience pays 30 days after receipt of a correct tax invoice/statement
3. **The Council for Geoscience does not make pre-payments or deposits unless contract required by contract terms.**

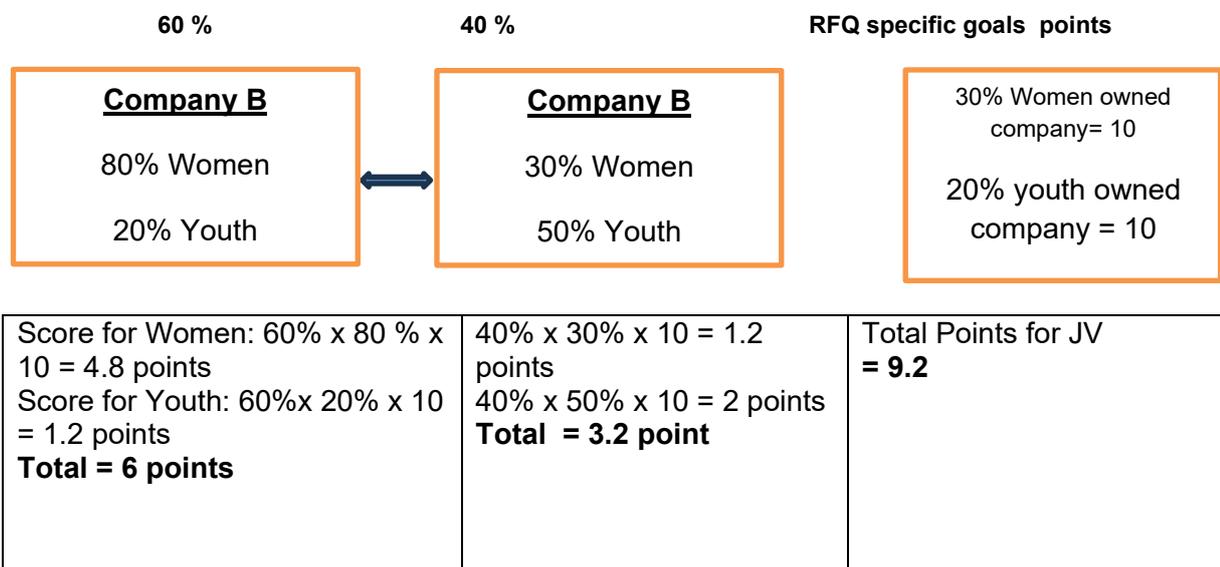
4. The Council for Geoscience will only pay suppliers using the banking details listed on your Central Database Summary form.
5. Rates must be inclusive of delivery, and customs /clearing costs to the Council for Geoscience premises.
- 6. The rates must be inclusive of disbursement and any other costs.**
7. RFQ responses must be submitted in pdf format.
8. Service providers must provide proof of registration on the National Treasury Central database, if a supplier is not registered; they are encouraged to register on the central database.
9. Quotation validity is 60 days from the date of RFQ closure.
10. The RFQ threshold is less than R1 000 000.00 VAT inclusive.
11. Treatment of arithmetic errors in the quotations
  - a) If the pricing schedule apply and there is an error in the line-item total resulting from the product or services of the unit rate and quantity, the line-item total shall govern, and rate shall be corrected. Where there is obviously gross misplacement of the decimals point in the unit rate, the line-item total as quoted shall govern and the unit rate shall be corrected.
  - b) Where there is an error in the of the prices, either as result of other corrections required by the checking process or in the RFQ's addition of prices, the total of the prices shall govern, and the service provider will be asked to revise selected item prices to achieve the total quoted price.
  - c) No bidder shall be offered competitive advantage to change total quoted prices after closing of the RFQ. If the bidder's change price, they will be disqualified.

## **12. Conducting business with former employees**

- a. The CGS may not conduct business with former employees or companies owned by former employees, within the first twelve (12) months of the termination of their employment service. The CGS may investigate special circumstances where the need to conduct business with former employees has arisen before the expiry of the 12-month period, and after consideration of the merits of the bid, may decide to award such a bid.
- b. A decision approving to conduct business with former employees or companies owned by former employees must be made on the basis, amongst others, that such former employees of the CGS or their companies will not result in any unfairness to other bidders in any procurement process of the CGS.
- c. Whether to consider the bid of former employees or companies owned by former employees may not be considered, if the former employees under consideration previously engaged in any fraudulent, dishonest or unethical conduct whilst employed by the CGS.
- d. CGS may, on justifiable grounds and after following due process, disregard the submission of any Bidder /Tenderer if that Bidder / Tenderer or any of its directors, members or trustees or partners has –
  - Abused the CGS's supply chain management system
  - Committed fraud or any other improper conduct in relation to such system;or

- Failed to perform on any previous contract
- e. Requirements and evaluation of joint venture or consortium quotations/proposals
- The JV agreement for JV partners must be submitted indicating a percentage split up to 100% for partners to render the agreement valid which must include, among other things, but to limited to role and responsibilities of each JV partner in the contract, JV bank account and power of attorney to sign the bid document on behalf of the JV. etc
  - All the JV partners or the lead Partner must submit mandatory documents, where applicable, depending on the nature of the project. Refer to mandatory requirements for this RFQ.
  - All the JV partners or unincorporated JV must submit administrative documents i.e CSD, company registration documents etc, refers to administrative requirements of this RFQ.
  - Specific goals evaluation for incorporated JV shall be applied considering consolidated BBBEE certificate.
  - Specific Goals evaluation for unincorporated JV shall be applied proportionally in accordance with the JV % split.
  - Below is a demonstration of points allocation for specific goals where the total points claimed will be the sum of the percentage work allocation for each partner multiplied by the percentage weighting for the race category, multiplied by the percentage ownership in the relevant specific goals.

**Example of the formula**



### **13. SUPPLIER PRE-APPOINTMENT VETTING**

Service providers may not be appointed or engaged for the provision of goods or services unless a due diligence and vetting process has been completed to the satisfaction of the Council for Geoscience. This process shall include, but is not limited to, verification of the supplier's legal status, financial stability, technical capability, quality assurance standards, compliance with ethical and references from previous clients.

### **14. INFORMATION CLARIFICATIONS**

The Council for Geoscience may request clarification in writing regarding the information provided by bidders. Supplier(s)/ service provider(s) are to provide the required information within the specified period. Failing to respond, will invalidate your bid, therefore lead to disqualifications from the process

### **15. CGS POPI ACT COMPLIANCE POLICY STATEMENT**

The Council for Geoscience is committed to securing the integrity and confidentiality of your Personal Information that is in our possession and will guard against unlawful access and use. The processing of your personal information by the Council for Geoscience will be done in accordance with the POPI Act 4 of 2013 as well as our processing notice that can be accessed from our webs

**SBD 4**

## **BIDDER'S DISCLOSURE**

### **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, 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 institution	State

- 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.

<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.

<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.

- 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 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

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

## 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 Preference point system

The applicable preference point system for this tender is the 80/20 preference point system.

- a) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### 1.4 Allocated preference points

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating

- contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

#### 80/20

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	(To be completed by the organ of state)	
1. 51% or more black Ownership. (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	
2. 30% or more black women ownership (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	

### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result

- of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....