



Tender Addendum

Tender No.:	TASEZ/RFP003/2023
Tender Description.:	Appointment of a service provider to provide Office Accommodation services for Tshwane Automotive Special Economic Zone (TASEZ) for a period of 36 months
Tender Addendum No.:	RFP003/001
Tender Addendum Title.:	Erratum

Bidders to note the following corrections and implement the corrections as per this addendum.

1. SCOPE OF WORK

- 1.1. The South African Property Association no longer does the grading they only provide an architecture to check the building as per the South African Owner's association.

Response: The specification requires the property to be graded in accordance with SAPOA, so this is still applicable. The bidder's concern was that SAPOA does not longer issue certificates. The specification does not require a certificate rather that the property must be graded in accordance with SAPOA.

- 1.2. Building layout requirement

Emergency evacuations are part of legal requirements for buildings. The question was about the locations of the electric plugs and air conditioners, This will be shown in their proposed layout.

It will be a problem if we put everything in a proposed layout.

Response: This is fine as they may add it to their proposed layout.

- 1.3. I see you want to occupy the space on 01st April do you think it will be possible?

The Space should be able to keep everyone in one building as currently we have three offices AIDC, Colab and Supavut and checking with the internal process yes it can be finalised before 01 April 2024.

2. DURATION

2.1. The duration of this bid will be for 36 months, from the date TASEZ occupies the building.

3. CLOSING DATE OF THE BID

3.1. The closing date is the 07/02/2024.

4. MANDATORY REQUIREMENTS

4.1. Bidders can submit municipal accounts statement that reflect that they are in good standing or do not owe the municipality, if they are struggling to submit municipal clearance certificate.

5. MANDATORY

5.1. The Bidder shall take note of the required returnable schedules that must be fully complied with and submitted with their tender submission. It is the responsibility of the Bidder to ensure that the information submitted is sufficient to evaluate their tender and design for the system.

Failure to submit all mandatory requirements will result in submissions being **deemed null and void** and shall be considered **“non-responsive”** and therefore not considered further.

Table 1: Mandatory Requirements

Description	Compliant	Non-Compliant
1) Public Liability Insurance Policy		
2) SBD 4		
3) Title Deed or Proof of Ownership		
4) Valid Electrical Certificate of Compliance issued by an accredited person		
5) Zoning Certificate for the Office or Business or Commercial Property		
6) Certificate of Occupation		
7) Municipal Clearance Certificate or Account Statement		
8) Proof of building structural integrity issued by a structural engineer		

6. FUNCTIONAL EVALUATION CRITERIA

6.1. Stage 2 – Technical / Functionality Evaluation

6.1.1. Only bids that comply with the indicated Mandatory Administrative Requirements will be considered for the Technical / Functionality Evaluation Stage.

6.1.2. The Technical / Functionality Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidders are required to achieve a minimum of **80 points** out of **110 points** to proceed to **Stage 3** (Price and B- BBEE)

Table 2: Company References

Company Reference Letters	No. of Letters	Points Claimed
Reference letters issued by the Bidders' previous and/or current tenants who were provided the similar services provided to other tenants completed on the Referees' Letterhead. The letters should have contactable references and be signed by an authorized person. Tenants should have occupied the premises in the last 5 years	3 Letters	10
	2 Letters	8
	1 Letter	5
	0 letters	0
Total Points Claimable		10

Table 5: Key Resources years of Experience

Keys Resources Years of Experience	Years of Experience	Points Claimed
The Services Provider must provide a Curriculum Vitae of Property/Facilities Manager.	10 years	10
	5 to 9 years	7
	1-4 years	5

Total Points Claimable	10
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Table 6: Office Space Requirements

Office Requirements	Level of Details	Points Claimed
<p><u>Location</u></p> <p>The Office Space offered must be within 20km of FORD Motor company Silverton.</p> <p>Bidders to specify the address of the building being offered.</p>	Equal or less than 7km	35
	Between 7km - 10km	30
	Between 10km – 15km	25
	Between 15km – 20 km	10
<p><u>South African Property Owners Grading</u></p> <p>Bidders must provide their grading as per the South African Property Owners Association (SAPOA) specifications.</p>	Grade A/P	5
	Grade B or C or non-graded	0
<p><u>Building Layout Requirements</u></p> <p>The Bidder must provide a Floor Plan (Layout) indicating the following:</p> <ol style="list-style-type: none"> 1. Office accessible from the main road. 2. Air conditioner locations. 3. Electrical plugs per working table, offices and boardrooms. 4. Emergency escape routes. 5. Fire protection and firefighting equipment 6. Emergency evacuation points and assembly areas. 	Meets 9 requirements	10
	Meets less than 9 requirements	0

<ul style="list-style-type: none"> 7. Ablution and Kitchen Facilities. 8. Access for people living with disabilities. Ramps, Lifts if offices are not on ground floor. 9. All applicable regulatory signage. 		
<p><u>Building Maintenance Requirements</u></p> <p>The bidder must provide the following proof that the services below are provided by providing service level agreements with maintenance contractors. If services are provided in-house, the service provider must provide proof of appointment of staff providing such services.</p> <ul style="list-style-type: none"> 1. Repairs and Maintenance Services 2. Gardening Services 3. Climate-controlled air conditioning 4. Pest Control 5. Cleaning and hygiene services 6. Waste removal management services. 	Meets all 6 requirements	10
<p><u>On-site and Secure Parking</u></p> <p>A minimum of 55 staff, 10 visitor, and 2 disabled secure, on-site parking bays.</p>	Meets all requirements	5
	Does not meet all requirements	0
<p><u>Security</u></p> <p>The bidder must provide the following proof that the services below are provided by providing service level agreements with Private Security Industry Regulatory Authority (PSIRA) registered companies. If part of the services are provided in-house, the service provider must provide proof of appointment of PSIRA registered staff providing such services.</p> <ul style="list-style-type: none"> 1. 24-hour CCTV perimeter surveillance 	Meets all requirements	5
	Does not meet all requirements	0

<p>2. Offices must be installed with an alarm system.</p> <p>3. Tenant security and access control services must be provided during and after hours.</p>		
<p>Power supply and backup</p> <p>Backup up system capable of activation within 5 minutes of power outage.</p> <p>Bidder to provide CoC for a 1MVA power backup system.</p>	Meets requirement	5
	Does not meet requirement	0
<p>Building and Facility Maintenance Programme</p> <p>The bidder must provide its building and facility maintenance programme detailing the following:</p> <ol style="list-style-type: none"> 1. Routine and non-routine maintenance of the building structure, lifts and escalators and infrastructure. 2. Firefighting equipment and fire systems 3. Garden maintenance 4. Air-conditioning 5. Pest Control <p>cleaning and hygiene</p>	<p>Building & Facility Maintenance Programme covers all 6 requirements</p>	5
		0
Points Claimable		80

Table 7: Methodology

Requirements	Grading	Points Claimed
<p>Emergency Preparedness & Response Plan</p> <p>The bidder must provide the Emergency Preparedness and Response Plan detailing how the following emergencies are managed:</p> <ul style="list-style-type: none"> • Injuries on Duty • Medical emergency • Fatality • Fire • Lifts 	Emergency Preparedness and Response Plan submitted and adequate	5
	Emergency Preparedness and Response Plan Provided but inadequate	3
	Emergency Preparedness and	0

<ul style="list-style-type: none"> • Strikes and civil unrest. 	Response Plan Not Provided	
<p>Waste Management Plan</p> <p>The bidder must provide its Waste Management Plan detailing how the following waste is managed:</p> <ul style="list-style-type: none"> • Domestic waste • E-Waste • Bio-hazardous waste (sanitary waste) • Florescent tubes (if applicable) 	Waste Management Plan submitted and adequate	5
	Waste Management Plan submitted but inadequate	3
	Waste Management Plan not submitted	0
Total Points Claimable		10

6.1.3. To be deemed functional, the service provider must obtain at least 80 out of 110.

6.1.4. Service providers scoring below 80 will automatically be disqualified. Bidders who meet the requirements will qualify for further evaluation processes.

TASEZ reserves the right not to appoint any service provider.

7. BID SUBMISSION

Bidders to take note of the following when submitting their bids.

7.1. **No Electronic Submissions** are allowed for this RFP. All submission **must be hand-delivered** to the Tender Box is situated at the **AIDC Main Gate**. The address is: -

The Procurement Officer

Tshwane Automotive Special Economic Zone

Automotive Supplier Park

30 Helium Road, Rosslyn Ext 2

7.2. **Bid Submission Requirements**

One (1) Copies and a Flash Disc will be submitted as follows: -

7.2.1. One (1) Original Bid Document

One original of the completed RFP document shall be placed in a sealed envelope marked: **“TASEZ/RFP003/2023 – Appointment of a service**

provider to provide office accommodation services at Tshwane Automotive Special Economic Zone (TASEZ) for a period of 36 months.

7.2.2. Flash Disk

A copy of the tender shall be scanned and saved in a flash disk that will resemble the original signed hardcopy. The flash disk must be secured in the file.

7.2.3. Index and Labelling

Bidders are required to submit their proposals, with proper index and labelling each section for ease of evaluation.

Signed by

Date

TASEZ SCM

31/01/2024