

REQUEST FOR BID

The Human Sciences Research Council (HSRC) invites all interested parties to submit bids for the outright purchase of the property described herein.

RFB BID NUMBER:	HSRC08/2025/26
RFB ISSUE DATE	28 OCTOBER 2025
RFB CLOSING DATE AND TIME:	28 NOVEMBER 2025 @ 11h00, bids received after this time will be disqualified
RFB VALIDITY PERIOD	240 days from the RFB closing date
DESCRIPTION OF SERVICES REQUIRED	Sale of the Human Sciences Research Council property and its fixed structures (HSRC) at 134 Pretorius Street, Pretoria 0002.
PERIOD OF CONTRACT	<i>This contract period will end after the transfer and registration of the sale of the building at the Deeds Office.</i>
SITE VISIT/INSPECTIONS	A Compulsory Briefing session and mandatory Site visit will be held on Friday, 07 November 2025, at 10H00 at the HSRC Building, 134 Pretorius Street, Pretoria, 0002.
RFB RESPONSE ADDRESS	Responses to this RFB must be hand-delivered to the following address: The HSRC tender box is located at the Reception, ground Floor, HSRC Building, 134 Pretorius Street, Pretoria, 0002.

HSRC Board: Dr Reginald Cassius Lubisi (Chairperson), Dr Deenadayalen Konar, Prof. Ibbo Day Joseph Mandaza, Ms Shameme Manjoo, Dr Alex Mohubetswane Mashilo, Prof. Zerish Zethu Nkosi, Adv Faith Dikeledi Pansy Tlakula, Prof. Fiona Tregenna, Prof. Sarah Mosoetsa (CEO)

www.hsrc.ac.za

ENQUIRIES	Direct all enquiries in writing to the following contact person and e-mail address: Mr Bongani Mankwane E-Mail Address: Tenders@hsrc.ac.za
Expected award notification	After the transfer and registration of the sale of the building at the Deeds Office.

Property description and key details

Feature	Details
Property name	HSRC Building
Property Address	134 Pretorius Street, Pretoria CBD, Gauteng
Erf Number	Erf 3242, Pretoria CBD
Title Deed Number	T55312/1980
Extent of Erf	7 655 m ²
Indicative Property Value	R213,500,000 (Excl. VAT) – approx. R5 787/m ² of rentable area (Last valuation date- February 2024)
Zoning & Potential Use	Office node; potential for Corporate Offices or Student Accommodation
Number of floors	14 Floors above ground
Current Occupants	Human Sciences Research Council & Department of Social Development
Building Size	17,383.4 m ² office space; 619 m ² storage
Parking	491 basement parking bays across 3 levels
Special Features	Library, Conference Centres, Cafeteria, Gym, Nurses Station, Generator (800 Kva)
Accessibility	Near Areyeng Bus Station, Gautrain Bus, Taxi Routes, Metrobus
Transfer Conditions	Sale is “voetstoots”; buyer responsible for transfer costs or VAT

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SECTION 1: TERMS OF REFERENCE

1. HSRC BACKGROUND INFORMATION

The Human Sciences Research Council (HSRC) is a research organisation that advances social sciences and humanities research for public use. The HSRC subscribes to the values of good governance, accountable public administration and sound management of the resources as reflected in the Public Financial Management Act 1 of 1999 (PFMA), as amended.

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

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

2. THE ROLE OF THE PROPERTY WITHIN THE NATURE OF ITS LOCALITY

The subject property is situated at 134 Pretorius Street, Pretoria CBD, Gauteng. The legal

description is Erf 3242 Pretoria CBD. The most salient title-deed details of the property are summarised below.

Erf number Erf 3242, Pretoria CBD

Title Deed number T55312/1980

Extent of erf 7.655 m²

Owner Raad vir Geesteswetenskaplike Navorsing (Human Sciences Research Council)

The building is situated on a one-way street heading from east to west between Bosman Street and Sophie de Bruyn Street. The property has easy access to Francis Baard and Pretorius Streets, which, in turn, provide access to the Pretoria CBD and the N1 freeway. The immediate surrounding properties comprise a mix of commercial and business sites. The property is located close to various government departments, Pretoria High Court, Pretoria Central Police Station, as well as the Pretoria Magistrates Court. The highest and best use of the property is its current use. The subject property still lies in a

predominantly office node and offers good quality accommodation.



3. PROPERTY DESCRIPTION AND ZONING RIGHTS

The property is situated in Erf 3242, Pretoria CBD, 0002.

The property is situated next to the following professional transport facilities:

- a) Areyeng Bus Station
- b) City of Tshwane Metrobus
- c) Taxi minibuses routes
- d) Gautrain bus station

The property has the potential for development into:

- a) Corporate Offices
- b) Student Accommodation

4. PROPERTY DESCRIPTION AND SPECIFICATION

The property comprises a multi-storey office building measuring 17.383,4 m² offices, 619 m² storage and 491 basement parking bays. The property is currently occupied by the Human Sciences Research Council and the Department of Social Development.

Building and Space Details

Construction of the main building is by way of concrete supports and aluminium-framed windows. The roof is a flat concrete slab structure, and the floor is a concrete base. Internally, the interior walls are a combination of drywall, plastered and painted and have wall-mounted air conditioning units in some areas. The ceilings are lined with suspended ceiling panels, having recessed spotlights, LED tubes and central air conditioning vents in places. The floors are concrete and covered with carpet tiles and ceramic floor tiles.

Internal accommodation comprises basement parking, ground floor reception, visitors' centre and general offices, the first floor to the fourteen floor offices including general and individual offices, ablutions, and kitchen areas.

The HSRC Building Complex comprises several diverse areas, summarised as follows:

(a) Four-Level Basement Area - referenced as Basements A to D.

Basement Access is controlled by access cards, which activate booms and roller garage doors to the parking. Levels A to C have been constructed to the floor area capacity and are predominantly used for parking bays. Level D accommodates only the South Tower lift motor room and the building's stormwater and sewerage sump pits.

Located on all three parking levels are toilets and generous storage facilities, plant rooms and service ducts. All levels are adequately serviced by lifts and staircases.

Due to the curved design configuration of the two office block towers sited above the basements, the structural support columns are clearly visible. Ramp access serves all basement levels.

All levels have lighting, fire sprinklers, ventilation, demarcation and signage. A boom-controlled security facility is in operation and is manned 24 hours a day.

On average, calculations show that there are 20 parking bays per operational floor in this building.

(b) Ground Floor – this is situated at the municipal street level.

This level boasts good access, circulation and security, as too, facilities. To elaborate – two Foyer Reception Centres (which are use specific, in that these are operated by the HSRC and the Department of Social Development [DOSD]), a voluminous Library facility, Cafeteria with enclosed outdoor Courtyard, Catering Kitchens, Conference Centre (with fully equipped Auditoriums, Halls and Venues), Exhibition Spaces, plus adequate Toilet facilities.

The Ground Floor has access control in the form of turnstiles activated by employee access cards. The lift lobby area includes the 6 Mitsubishi Lifts and a single emergency fireman's lift servicing the ground floor to the fourteenth floor. There are also 2 parking lifts which service Basement A-C parking areas to the First Floor. The parking lifts are currently restricted to the Ground Floor for security reasons. The sale of the building excludes all Information Technology equipment and the like.

(c) First Floor – a fair proportion of this level is double volume space, which caters for the Library and Conference Centre Auditoria situated on the ground floor.

It consists of a former Children's Crèche with an external Roof Garden facility, former Library Mezzanine Floors, Break-away Conference Venues and six compact self-catering Accommodation Units, of which two have been converted to a gym and a nurses' station.

The former Library Mezzanine area is now used by the DOSD as an archive for their adoption records. The break-away Conference Venues located above the other mezzanine level have mostly been upgraded and converted into Video Conferencing facilities.

(d) Office Complex – consists of two independent tower blocks, which are referred to as the North and South Towers. The south tower comprises floor levels 2 to 9, and the north tower, floor levels 2 to 14. The footprints of these tower blocks curve through their longitudinal plain and are similar in layout.

The internal office configurations for each tower are similar for floor levels 2 to 9, and are made up of cellular offices. Office construction consists of brickwork walls to the passageways and dry-wall partitioning to the dividing party walls. These floor levels are occupied by the DOSD in both towers.



This photograph generally indicates the existing comparative state of floor Levels 2 to 9 in both Tower Blocks

Variations in office floor areas do occur, particularly in the sections which transition through the building curves. However, on average, the floor areas for each cellular office work out at around fifteen square metres, which finding is in keeping with national and international benchmarks for office space of similar use.

The office complex is well catered for in terms of general services, accessibility, circulation, security, lifts/elevators, staircases, fire-escapes, space and general amenities (eg – Toilets, Kitchens, etc).

a. Parking Bays are as follows:

- I. Basement Level A concrete slab covered parking = 154 bays
- II. Basement Level B concrete slab covered parking = 211 bays
- III. Basement Level C concrete slab covered parking = 136 bays

b. An 800 Kva Perkins diesel generator that powers the entire building, located on Basement A.

5. NATURE AND OBJECTIVES OF SERVICES REQUIRED

- a. The HSRC has decided to dispose of the property, situated at 134 Pretorius Street, Pretoria Central, 0002.
- b. The objective of this tender is to enable the Bid Adjudication Committee or the Accounting

Officer, where applicable, to select the most appropriate submission in terms of both financial ability and concept appropriateness for the building.

- c. The document is self-explanatory and interested parties are encouraged to read through it carefully, to familiarise themselves with both the overall intent of HSRC, as well as with the procedures for the award.

6. THE TENDER PROCESS

The process to be followed in this proposal shall be as follows:

- a. The submission of a tender price as well as information regarding the source of funds and the financial offer made must be clearly set out in the bidder's submission as per the requirements set out in Paragraph 7 (Submission Requirements and Evaluation) of this document.
- b. The submissions will be evaluated and adjudicated by a duly constituted evaluation and adjudication committee.
- c. HSRC does not bind itself to accept the highest or any tender and reserves the right to accept any or none of the tenders submitted, as it may deem expedient. Furthermore, the HSRC reserves the right to award to any bidder of the HSRC's choice.
- d. HSRC may wish to interview prospective organisations or individuals prior to awarding the tender to any bidder.
- e. The decision of the HSRC will be final.
- f. A Deed of Sale will be entered into with the successful bidder as soon as possible after the tender has been awarded. Should the successful bidder fail or neglect to conclude the Deed of Sale within the period specified by HSRC in writing, the terms and conditions of this tender and the policies referred to, and this agreement shall be binding on both parties and enforceable.
- g. The successful bidder shall be obliged further to furnish HSRC within fourteen (14) days from the date of acceptance of the offer, with a bank or other acceptable guarantee which covers the period until the transfer has been finalised, for the payment of the balance of the purchase

price for registration of the transfer in the Deeds Office.

- h. The transfer of the ownership of the property to the successful bidder will proceed after HSRC has approved the transfer and the Deed of Sale has been signed. It must be noted that the successful bidder will be liable for the costs required for the transfer of property.
- i. Without derogating from the key requirements of this Request for Bid, bidders may provide any other viable alternative to the sale of the building, but must declare such detailed information for the Bid Evaluation Committee to consider the proposal.

7. SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

- a. Submissions are invited from all parties with the financial means and experience to submit a proposal for the purchase of the property, including private bidders as well as agencies.
- b. The bidders are required to submit a tender deposit of fifty thousand rands (R 50 000) on submission of the tender. This amount must be in the form of a bank-guaranteed payment (only guaranteed by an accredited financial institution) in favour of HSRC and valid for 240 days from the date of the closure of the tender. Failure to comply with this requirement will lead to the disqualification of the bidder. This guarantee will be returned to the unsuccessful bidders after the awarding process has been completed. The tender deposit will be forfeited if the successful bidder cancels or withdraws their tender after the closing date.
- c. The total offer price must be stated clearly in both figures and words
- d. Tender offers will only be accepted if the bidder submits proof of the tender deposit in the form of a bank-guaranteed payment (only guaranteed by an accredited financial institution) in favour of HSRC and valid for 240 days from the date of the closure of the tender.
- e. A letter of Assurance or Commitment from a registered (reputable) financial institution as proof of financial ability and resources to honour the bid is required. No offer will be considered without proof of funding.
- f. The final evaluation and award will be based on the reverse formula as per PPPFA Circular 01 of 2021/22, as follows:

$$Ps = 80 (1 + Pt - Pmax / Pmax) \text{ or } Ps = 90 (1 + Pt - Pmax / Pmax)$$

Where:

Ps = Points scored for the price of tender under consideration.

Pt = Price of tender under consideration; and

Pmax = Price of the highest acceptable tender.

NB: The points obtained above for price will be added to the specific goal points to determine the highest point bidder.

8. SALE “VOETSTOOTS” AND SUBJECT TO CONDITIONS:

The property is sold as it stands, "voetstoots", subject to existing leases and municipal conditions applicable thereto. The HSRC shall not be responsible for any defects in the property, either patent or latent. The property is, moreover, sold subject to all conditions and servitudes mentioned or referred to in the current and/or prior title deeds of the property and to all such other conditions and servitudes which may exist in regard thereto. HSRC shall not be required to point out the boundary beacons of the property and shall not be liable for any deficiency in the extent of the property which may be revealed on any survey or re-survey and shall not benefit by any excess. Bidders are responsible for their own due diligence.

9. ACCEPTANCE

The tender shall remain irrevocably open for acceptance by HSRC for 240 days, calculated from the date of the closing of tenders.

10. VALUE OF THE PROPERTY

The indicative value of the property is as follows: R213.500.000 as of February 2024, or R5.787/m² of rentable area (excluding VAT).

11. ALTERED OR QUALIFIED BID PROPOSALS

- a. If a bidder alters the wording of this RFB or the standard bid documentation in its bid proposal, HSRC will disqualify the bid proposal.
- b. Bid proposals that are qualified by a bidder's conditions may be disqualified by HSRC. The terms of the RFB take precedence over any of the bidder's conditions.

12. REQUESTS FOR INFORMATION, PRESENTATIONS, AND DEMONSTRATIONS

- a. HSRC may request clarification or additional information regarding any aspect of a bidder's proposal.
The bidder must supply the requested information within 24 hours after the request has been made; otherwise, the bid may be disqualified.
- b. HSRC may request further detailed information, and bidders must comply with such a request within 24 hours.

13. BIDDER ENQUIRIES

- a. Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB, queries must be addressed, in writing, to the contact HSRC person(s) listed in the invitation to bid SBD 1.
- b. Under no circumstances may a bidder approach any other HSRC employee for any information or clarity regarding the RFB. Any such approach may result in the disqualification of the bid.
- c. HSRC reserves the right to place any enquiry received and HSRC's corresponding response on HSRC's website.
- d. Bidders may direct written enquiries regarding the RFB up to **12 November 2025 @ 16h00**. No enquiry shall be answered by HSRC beyond that date unless considered necessary by HSRC, and will be responded to and posted on the HSRC website - www.HSRC.ac.za

14. LANGUAGE

- a. The bidder's proposal and all correspondence and documents related to the RFB must be in English.
- b. Supporting documents and printed literature furnished by the bidder with its proposal may be in another language, provided that an accurate translation in English accompanies them; the English translation will prevail.

15. CONFIDENTIALITY

- a. The information contained in the RFB, and other documents supplied by HSRC in connection with the RFB, may be confidential, and all copyright and Intellectual Property therein vests with HSRC.
- b. Except as may be required by operation of law, by a court or by a regulatory authority with jurisdiction, no bidder may disclose any information contained in or relating to the RFB or any other documents supplied by HSRC in connection with the RFB or a bidder's proposal.

- c. No part of the RFB or any other documents supplied by HSRC in connection with the RFB may be distributed, reproduced, stored or transmitted to any party, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part, except for the purpose of preparing the bidder's proposal.
- d. The RFB and any other documents supplied by HSRC in connection with the RFB remain proprietary to HSRC and must be promptly returned to HSRC upon request, together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.
- e. Failure to adhere to these confidentiality requirements may result in disqualification from the bid process and civil action.

16. MEDIA RELEASES

Bidders or their agents shall not make any media statements, comments or releases concerning this RFB or the awarding of the tender or any resulting contract without the prior written consent of HSRC.

17. BIDS BY CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING

- a. In the case of bids submitted by a consortium, joint venture or with a sub-contracting proposal, bidders must provide a copy of the signed consortium, joint venture or sub-contracting agreement stipulating the work split between the parties and must complete the information in SBD 1 in respect of each party.
- b. A consortium or joint venture (including unincorporated consortiums and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate to qualify to claim B-BBEE status level points.
- c. If the HSRC awards the bid to a consortium, joint venture or with a sub-contracting proposal, the bid will be awarded to the primary bidder and no separate agreements shall be concluded by HSRC with other members of the consortium or joint venture or with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, accountable, and liable for the fulfilment of the responsibilities and obligations of the contract. Any subcontracting shall be subject to HSRC's prior written approval.

18. AWARD OF TENDER

- a. The HSRC reserves the right to shortlist bidders and to enter negotiations regarding the terms and conditions of the contract, including prices, before awarding the tender.
- b. The HSRC may, in its sole discretion –
 - i. award the tender, in part or in full, to one or more bidders on a non-exclusive basis.

- ii. decide not to award the tender.
- c. HSRC may, on reasonable and justifiable grounds, award the tender to a bidder that does not score the highest number of points in terms of the Preferential Procurement Regulations, 2017.
- d. The tender will be deemed awarded only on signature by the authorized representatives of HSRC and the successful bidder.

SECTION 2: SPECIAL CONDITIONS OF CONTRACT

The following special conditions shall apply to the award of this bid:

1. BIDDER'S WARRANTIES

The bidder warrants and represents to HSRC that:

- 1.1. The bidder has adequate resources and facilities to purchase the property.
- 1.2. The bidder shall, without derogating from the generality of this warranty, the bidder shall assign the personnel having the skills, experience and expertise, capacity, and knowledge required to respond to this RFB.
- 1.3. The bidder shall not engage in any activities that would detract from the proper participation in this RFB.
- 1.4. The bidder shall avoid any material conflict between its interests and those of HSRC and, where such conflict is unavoidable, will disclose the details of such conflict to HSRC.
- 1.5. The bidder shall provide a competitive bid that ensures that HSRC receives value for money.
- 1.6. All information that the bidder provides to HSRC in relation to the Bid shall be accurate in all respects; and
- 1.7. The bidder shall at all times act reasonably, honestly and in good faith in its dealings with HSRC.

2. SARS GOOD STANDING

The bidder shall remain in good standing with the South African Revenue Services

3. CO-OPERATION WITH HSRC AND ITS REPRESENTATIVES

- 3.1. The bidder shall furnish the HSRC or its authorised representatives any information, records, documents, accounts, letters and papers within the bidder's possession or under its control relating to the services, within seven (7) days of written notice from HSRC to do so.

- 3.2. The Service Provider shall co-operate fully with any request of the Auditor-General of South Africa relating to the services.

4. PAYMENTS

- 4.1. The successful bidder/buyer must deposit 100% of the purchase price into HSRC's account within the period to be agreed by the bidder/financial institution and HSRC.

5. CONFIDENTIALITY

- 5.1. The HSRC may disclose or make accessible Confidential Information to the bidder for purposes of providing the services. The bidder agrees that the sole purpose of the Confidential Information disclosed or made accessible to it is in connection with the services and undertakes not to use the Confidential Information for any other purpose or in any manner that is adverse or detrimental to the interests of HSRC.
- 5.2. The bidder shall not disclose, in whole or in part, any Confidential Information to any third party without the prior written approval of HSRC.
- 5.3. The bidder shall only disclose so much of the Confidential Information and at such time as may be strictly necessary to enable any of its employees, agents, associates or professional advisors to fulfil their function as such and only after advising them of the bidder's confidentiality obligations and obtaining from them a signed undertaking of confidentiality restricting the use of the Confidential Information. The bidder warrants that such employee, agent, associate or professional advisor shall comply with the confidentiality undertaking.

6. INTELLECTUAL PROPERTY

- 6.1. The bidder shall not use or disclose to any third party, in whole or in part, any of HSRC's Intellectual Property aforesaid, without the prior written approval of HSRC.

7. INDEMNITY

The bidder indemnifies and holds HSRC harmless against any claims that may arise from any acts and omissions of the bidder and those of the bidder's employees, consultants, agents, representatives, or subcontractors in purchasing the property.

8. PROTECTION OF PERSONAL INFORMATION

- 8.1. All personal information provided in response to this tender will be processed in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA). Such information will be used solely for purposes related to the evaluation of this tender and the potential conclusion of a sale agreement.

- 8.2. By submitting a tender, the tenderer consents to the lawful processing, storage, and verification of the personal information provided, and acknowledges that such information may be shared with third parties where legally required for tender evaluation or compliance purposes.
- 8.3. Bidders must refer to our privacy notice to understand how your personal information is collected, used, and disclosed by the HSRC. The privacy notice can be found on the HSRC website: www.hsrc.ac.za.

SECTION 3: PRICING - SBD 3.1

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (SALE)

NAME OF BIDDER:	BID NO: HSRC08/2025/26
CLOSING TIME: 11:00	CLOSING DATE: 28 NOVEMBER 2025

OFFER TO BE VALID FOR 240 DAYS FROM THE CLOSING DATE OF BID.

1. The HSRC bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrives only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched, allowing enough time for any unforeseen events that may delay the delivery of the bid.
2. The accompanying information must be used for the formulation of proposals.
3. Bidders are required to indicate a ceiling offer price based on the property valuation, potential and condition.

TOTAL: R

4. The ceiling offer price must include all applicable taxes, including value-added tax.
5. The bidder confirms the correctness of the prices and rates quoted in its pricing proposal and is solely

responsible for and bound by the pricing proposal submitted for this bid, including all calculations. The bidder accepts that any errors contained therein regarding prices, rates and calculations are at the bidder's own risk.

SECTION 4: BID SUBMISSION REQUIREMENTS

1. An original plus one copy in a memory stick of the bid, i.e., two documents in total, must be deposited in the HSRC bid box at the address indicated in the invitation to bid SBD1 before the bid closing date and time. The HSRC bid box can be reached during office hours 07h30 – 16h30 South African time.

NB: Bidders are to indicate on the cover of each document whether it is the original or a copy.

2. Bids should be in a single sealed envelope, marked on the cover with:
 - Bid Number: **HSRC08/2025/26**
 - Bid closing date and time: **28 NOVEMBER 2025 @ 11h00**
 - The name and address of the Bidder:.....
3. The HSRC bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrives only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched, allowing enough time for any unforeseen events that may delay the delivery of the bid.
4. Bidders must complete all the necessary bid documents and undertakings required in this bid document.
5. Bidders are advised that their bid proposals should be concise, written in plain English, and simply presented.
6. Bidders must set out their proposal in the following format:
7. Bidders must complete and submit all required Standard Bid Documents: SBD 1, SBD 4 and SBD 6.1.
8. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable HSRC to confirm their tax status. **NB:** Bidders must submit a recent CSD report with their bids.
9. There will be no public opening of Bid offers.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RENDER THE BID INVALID.

PART A

INVITATION TO BID: SALE OF HSRC PROPERTY

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (HSRC)					
BID NUMBER:	HSRC/08/2025/26	CLOSING DATE:	28 NOVEMBER 2025	CLOSING TIME:	11:00
DESCRIPTION	Sale of the Human Sciences Research Council property and its fixed structures (HSRC building) at 194 Pretorius Street, Pretoria 0002				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
HSRC TENDER BOX LOCATED AT:					
RECEPTION, GROUND FLOOR					
HSRC, 134 PRETORIUS STREET					
HATFIELD, PRETORIA, 0002					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@HSRC.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	☐ Yes ☐ No			☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN- BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					
IF THE BIDDER IS A CONSORTIUM, JOINT VENTURE OR INTENDS TO SUBCONTRACT THE SERVICES OR PART THEREOF, THE PRIMARY BIDDER MUST: ▪ COMPLETE THE SUPPLIER INFORMATION ABOVE. ▪ PROVIDE THE RELEVANT INFORMATION IN RESPECT OF THE OTHER PARTIES TO THE CONSORTIUM OR JOINT VENTURE, OR THE SUBCONTRACTOR BELOW; AND ▪ SUBMIT AN ORIGINAL CONSORTIUM, JOINT VENTURE OR SUBCONTRACTING AGREEMENT SIGNED BY THE AUTHORISED REPRESENTATIVES OF THE PARTIES AND INDICATING THE WORK SPLIT					
NAME AND CAPACITY OF PARTY 1					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
NAME AND CAPACITY OF PARTY 2				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
NAME AND CAPACITY OF PARTY 3				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	

CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
NAME AND CAPACITY OF PARTY 4					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g., company resolution)

DATE:

.....

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 interest¹ 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 State institution

¹ 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.

--	--	--

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 consortium² 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.

² 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 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

SECTION 7: 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

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).

To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.

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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

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.

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).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

80/20 or 90/10

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + P_t \frac{\quad}{P_{max}} - P_{max} \right) & \text{or} & P_s = 90 \left(1 + P_t \frac{\quad}{P_{max}} - P_{max} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration P_{max} =

Price of highest acceptable tender

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, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME (EME & QSE)	2			
Owned by black people (50% or more)	2			
Owned by black people who are youth (30% or more)	2			
Owned by black people who are women (30% or more)	2			
Owned by black people with disabilities (30% or more)	2			
Total Points	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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....