



GAUTENG PROVINCE
INFRASTRUCTURE DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

**MINUTES & DECISIONS – SUPPLY CHAIN MANAGEMENT: TENDER
ADMINISTRATION**

Tender Number: RFP 12/09/2022

**Service: Leasing of office accommodation and parking bays for the Gauteng
Department of Economic Development West Rand Regional Office in
Randfontein for a period of 3 years. Gross Leasable/Lettable 250 square
meters and 15 parking bays: 28 November 2022: Time: 12:00 pm, Closing date:
12 December 2022 @11H00 AM**

**Venue: 63 Commissioner Street, Corner House Building, Ground floor,
Auditorium, Johannesburg.**

SECTION A: PROCEDURAL MATTERS

A.1 Attendance and Apologies

Officials	Designation	Apologies
Mr. Patrick Mothupi	SCM Representative	
Ms. Ntsako Mathini	Project Manager	
Dorcas Mononyenei	Probity Auditor	
Charles	Consultant	
Puleng Mokitimi	SCM Representative	
Scribe		
Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Patrick Mothupi opened the meeting at 12:11 am by welcoming all present.

A.3 PURPOSE OF THE MEETING

- To provide a background and scope of the tender and outline the requirements that bidders must comply with.

A.3.1 SCM COMPLIANCE, PRE-QUALIFICATION, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

- Compulsory pre- bid meeting/site meeting. Bidders who do not attend site briefing will be disqualified.
- Project advertised on National Treasury and E-tender portal.
- Bid obtainable from <http://e-tenders.gauteng.gov.za> or <http://etenders.treasury.gov.za>.
- Closing date is on the 12 December 2022 @11h00am, late tenders will not be considered and will be returned unopened.

Note: There will be public opening of bids. Moreover, closing registers will be uploaded on the e-tender portal 10 days after the tender closing date.

- Tender documents may be downloaded from: <http://e-tenders.gauteng.gov.za> at bidder's cost.
- Preference point system: 80/20.

SCM representative:

The chairperson indicated all the applicable administrative, functionality, local production and contents and mandatory requirements which bidders must comply with.

PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT:

Failure to submit, meet and comply with the requirement outlined in section 7 of Terms of Reference, constitutes automatic disqualification of tender offer.

- Only tenderers who attend a compulsory site briefing session will be considered. (Bidders must complete and sign site attendance register)
- Submission of duly completed and signed SBD forms (SBD 1, preference points claim form (SBD1, SBD 3.1 and SBD 4.
- Submission of completed preference points claim form (SBD 6.1) including a valid B-BBEE certificate issued by SANAS accredited Agency or a valid sworn affidavit with the bid document to substantiate preference points claimed. NB: Sworn Affidavit must be signed by deponent and attested by a Commissioner of Oath.
- (A trust, consortium or JV must submit an original and valid SANAS accredited consolidated B-BBEE certificate for this tender (including tender number and description), no sworn affidavit will be accepted for trust, consortium, or JV). B-BBEE certificates or sworn affidavits that do not comply with B-BBEE requirements will be disqualified.

MANDATORY / COMPULSORY ADMINISTRATIVE REQUIREMENTS:

(Failure to submit / meet or comply with the requirements outlined in Section 8. Mandatory/ Compulsory Administrative Requirements of Terms of Reference constitutes automatic disqualification of the tender.

- The building must be situated in Randfontein CBD and should be within 3km radius from village square shopping center. (Central point from all major public transport amenities). Bidder should provide business address.
- Proof of address must be submitted.
- Proof of ownership (Title Deed or Deed Registrar) of the building by the bidder / Proxy or agreement between the bidder and the owner of the building signed by both / all parties. In case of Lease agreement bidder must submit proof of right to sub – let.
- The size of the office space must be lettable/leasable 250 square meters (Approved plans by local municipality- with dimension to be provided) A3 documents acceptable.
- The required number of 15 parking bays must be provided and where 15 parking bays are not provided for in the same building, the distance must not be more than 500m away from the building provided.
- Should the building provided not offer 15 covered/shaded parking bays, at least 55% (8 parking bays) must be covered/shaded parking bays provided on the premises and the remaining 45% (7 parking bays) be off site covered/shaded parking bays to accommodate DED. (A signed commitment)
- The building offered can be shared with other tenants however the must space demarcated for office space, kitchen and ablution which must not be shared (A bidder must provide a commitment letter to support this requirement).
- Joint venture agreements or consortia agreement in case of joint venture or consortium must be signed by all parties there to must indicate the percentage revenue split between the parties
- Commitment / Undertaking letter from the bidder indicating building's compliance with OHS and SANS 10400.
- Accessibility of the building for persons with disability as per SANS 10400 parts.
- Provision for backup water supply for drinking purposes and a separate supply for firefighting equipment.
- Backup power supply in a form of, backup generator, Solar Panels, Photovoltaic panels or similar backup power to (power up entire building in case of power outage).
- Compliance certificates provided by relevant authorities/bodies.
Occupation Certificate
Electrical COC
Structural Engineer Report (Not older than 1 year) provided by a registered structural engineer as per ECSA (Appointed Engineer Credentials to be attached).

Compliance certificate (Plumbing)
 Fire Compliance Certificate (As issued by Local Authority).
 Fire Detection Certificate and fire system installation.
 Lifts – SANS Comprehensive Report (if applicable).

OTHER ADMINISTRATIVE REQUIREMENTS:

The returnable documents applicable to Section 9 of the Terms of Reference must be fully completed and submitted.

- Submission of proof of registration with CSD (CSD registration report or MAAA number).
- Submission of tax compliance status pin that will grant a third -party access to bidder's Tax Compliance Status.
- Submission of company registration documents (Founding statement – CK1, certificate of incorporation CM1, etc.)
- Certified copy of the Identity Document of all owners / shareholders/members/directors/ Trustees. Certification as a true copy of the original must not be older than 6 months prior to bid closing.

RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

- List of all returnable schedules listed in the tender document.

COMMENTS / QUESTIONS / INPUTS

None.

A.3.3 FUNCTIONALITY REQUIREMENTS

Functionality evaluation will be conducted in accordance with Section 10 of the Terms of Reference as summarized below:

Functionality Total Weight points score is 100 points

Bidders must obtain a minimum of 65 points to be considered for further evaluation (price and preference)

Main functionality criteria: Location of a building in relation to public transport.

Building within 200m from public transport (Taxi rank and Bus stop / station = **100 points**)

Building between 201-400m from public transport (Taxi rank and Bus stop/station = **85 points**)

Building between 401-600m from public transport (Taxi rank and Bus stop/station = **65 points**)

Building between 601-800m from public transport (Taxi rank and Bus stop/station = **45 points**)

Building between 801-1000m from public transport (Taxi rank and Bus stop/station = **25 points**)

Building between 1001 away from public transport (Taxi rank and Bus stop/station = **0 points**)

Failure to meet the prescribed minimum points will lead to automatic disqualification.

Site visit evaluation will be conducted in accordance with Section 11 of the Terms of Preference.

The Gauteng Department of Infrastructure Development will undertake site visits to the shortlisted bidders to evaluate and confirm their responses to the bid specification requirements. Should the Department determine that the specifications attested to by the bidder do not meet the required compliance requirements outlined in the Terms of Reference, the bidder will be disqualified, and any points allocated to the bidder during the desktop functionality evaluation will be withdrawn.

COMMENTS / QUESTIONS / INPUTS

None.

A.3.4 COMPULSORY SUB-CONTRACTING

None.

COMMENTS / QUESTIONS / INPUTS

None.

A.3.5 LOCAL PRODUCTION AND CONTENT

None.

COMMENTS / QUESTIONS / INPUTS

None.

A.3.6 SCOPE OF WORK

PROJECT MANAGER AND CONSULTANT

More detailed scope of work on tender document.

COMMENTS / QUESTIONS / INPUTS

Question? Is tenants' installation specification covered?

Answer: We have covered tenants' installation.

Question? Is JV and third party allowed?

Answer: Yes, JV is allowed. Submit lease agreement.

Question? Is tenant installation specified in the tender document?

Answer: Yes, number 12 in the bid document.

Question? Is B-BBEE criteria standard or what?

Answer: Yes, only level 1,2 and 4 required.

Comment:

Building can be shared but not sharing ablution facilities and kitchen.

SECTION B: CLOSURE

B.1 CLOSURE

- Bidders were urged to read the bid document thoroughly and the advert in detail to comply with all requirements for this service, for any further enquiries that might arise after the site briefing meeting can be directed to the following Department of Infrastructure officials: Technical enquiries can be directed to Ntsako Mathini, ntsako.mathini@gauteng.gov.za and general enquiries can be directed to Gopolang Monkwe, gopolang.monkwe@gauteng.gov.za
- **Note to bidders:**
- (1): **Everything which is required is clearly stated in the tender document.**
- (2): **This tender is subject to General Conditions and Special Conditions of Contract the Preferential Procurement Policy Framework Act no 5 of 2000 and its Regulations of 2017**
- (3) **Queries will be entertained 3 days after the briefing meeting until 3 days before the closing of tender,**
- Chairperson closed the meeting at 12:42pm

Minutes approved / Approved as amended

Signature



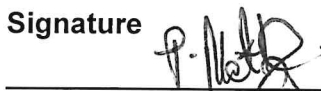
Compiler: Ms. Puleng Mokitimi

Date: 29 November 2022

Supply Chain Management Meeting

Minutes approved / Approved as amended

Signature



Chairperson: Mr. Patrick Mothupi

Date: 29 November 2022

Supply Chain Management Meeting

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