



NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES INVITES ALL INTERESTED PARTIES TO RESPOND TO A REQUEST FOR THE LEASING OF OFFICE ACCOMMODATION COMPRISING OF A GROSS LETTABLE AREA (GLA) OF 1300m2 AND NOT EXCEEDING 20% VARIANCE UP OR DOWN FOR A PERIOD OF 60 MONTHS (5 YEARS)

Publication Date: 28 August 2026

Non-Compulsory Briefing Session: YES

Date: 07 September 2026

Time: 11H00

Venue: Virtual briefing session - link to be published by NIHSS SCM

<https://us02web.zoom.us/j/8446121270>

Meeting link: To be published on the NIHSS website / eTender notice

The address for collection of Tender documents :

Download from e-tender or NIHSS website

BID VALIDITY

The bidder is required to confirm that it will hold its proposal valid for 90 days from the closing of the tender, during which time it will maintain without changing their proposed rates and prices.

Bidders to submit both electronically copy (USB) and hard copy. Bidders must ensure that both copies are the same. NIHSS will utilize any of the submitted copies during evaluation hence bidder must ensure that both copies are the same. Service providers are requested to ONLY submit document requested please DONT add documents that are not requested.

Queries relating to this bid may be addressed to Tenders@nihss.ac.za. The closing date is 21 September 2026 and the closing time for receipt of bids is 11H00. Telegraphic, telephonic, telex, facsimile and late bid submissions will not be accepted.

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

NIHSS TENDER

NIHSS FORMS AUTHORITY BID FORMS

SECTIONS AND ANNEXURES		STANDARD BIDDING DOCUMENT
SECTION A		SBD 1 - INVITATION TO BID
SECTION B		TERMS AND CONDITIONS FOR BIDDING
SECTION C		SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID
SECTION D		PRICING SCHEDULE
SECTION E ANNEXURE A		SBD 4 - BIDDER'S DISCLOSURE
SECTION F ANNEXURE B		SBD6.1 - PREFERENCE POINTS CLAIM FORM
SECTION G		CONDITIONS OF BID
ANNEXURE C		GENERAL CONDITIONS OF CONTRACT (GCC)
ANNEXURE D		SPECIAL CONDITIONS OF CONTRACT (SCC)
SECTION H		OFFICIAL BRIEFING SESSION FORM
ANNEXURE E		SPECIFICATIONS

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

SECTION A

SBD 1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES (NIHSS)					
BID NUMBER:	NIHSS/OFFICE-01/2026	CLOSING DATE:	21 SEPTEMBER 2026	CLOSING TIME:	11H00
DESCRIPTION	NIHSS INVITES ALL INTERESTED PARTIES TO RESPOND TO A REQUEST FOR THE LEASING OF OFFICE ACCOMMODATION COMPRISING OF A GROSS LETTABLE AREA (GLA) OF 1 300 m² AND NOT EXCEEDING A VARIANCE NOT EXCEEDING 20% ABOVE OR BELOW FOR A PERIOD OF 60 MONTHS (5 YEARS)				
BID DOCUMENTS ARE TO BE DEPOSITED IN THE TENDER BOX AT: THE NATIONAL INSTITUTE FOR THE HUMANITIES AND SOCIAL SCIENCES (NIHSS) 2 ND FLOOR 24 ST ANDREWS ROAD PARKTOWN JOHANNESBURG 2193					
BIDDING ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Gosego Tladi	CONTACT PERSON	Ms. Gosego Tladi		

TELEPHONE NUMBER	0114802342		TELEPHONE NUMBER	0114802342	
E-MAIL ADDRESS	Tenders@nihss.ac.za		E-MAIL ADDRESS	Tenders@nihss.ac.za	
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	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	MAAA

STATUS			No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
<i>Documentary proof relevant to the specific goals claimed in SBD 6.1 must be submitted to qualify for those specific-goal points.</i>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? YES/NO (TICK)				
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? YES/NO (TICK)				
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.

SECTION B

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, 2022, 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
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 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:

SECTION C

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The Respondent is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
6. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
7. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
8. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.

9. A specific box or email address is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
11. No bid submitted by telefax, telegraphic or other means will be considered.
12. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
13. Any alteration made by the bidder must be initialled with an ink pen.
14. Use of correcting fluid is prohibited, bidder may be disqualified.
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. An incomplete form may result in disqualification only where the omitted information is expressly identified as mandatory and material; otherwise, the consequence stated for that requirement will apply.

Rights to Award

- National Institute For The Humanities And Social Sciences (NIHSS) reserves the right to call for presentations from shortlisted suppliers or ***Reserves the Right to accept bids in Whole or In Part.***
- Not to make any award in this bid or accept any proposals submitted,

- Award the project to more than one (1) Respondent for the same activity
- Request further technical/functional information from any Respondent after the closing date,
- Verify information and documentation of the Respondent(s),
- Not to accept any of the bid document submitted,
- To withdraw or amend any bid condition before the closing date by written notice issued to all prospective bidders through the same channels used for the tender. No post-closing amendment may alter the published evaluation criteria or confer an unfair advantage on any bidder.
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

Price Negotiation.

Where permitted by the NIHSS SCM Policy and applicable procurement requirements, NIHSS may conduct lawful clarification or negotiation with qualifying bidder(s), provided that the process is documented, applied fairly and does not alter the published evaluation criteria or create an unfair advantage. Any post-award negotiation may only relate to finalisation of contractual terms that are consistent with the tender and award decision.

NIHSS supports the spirit of economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the

Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the NIHSS does not support any form of fronting.

THE EVALUATION WILL BE EVALUATED AS FOLLOWS:

Administrative Compliance

Suppliers must ensure that the following documents are attached, signed, and completed:

DOCUMENT	INSTRUCTION
Invitation to Bid	It must be fully completed and returned
Pricing Schedule	The final total from the price structure must be written in words and figures. Words will supersede amount in figure.
SBD 4- Bidder's Disclosure	It must be fully completed and signed.
SBD 6.1- Preference points claim form	It must be fully completed and signed
Non-Compulsory Briefing Session	Attendance is non-compulsory. The briefing-session form is for record purposes only. Non-attendance will not result in disqualification.
BBBEE certificate or Affidavit	Attach active BBBEE certificate or Affidavit, also attach Originally Certified ID Document
Proof of disability	Attach proof for specific goals purposes. People with Disability (Letter from the Dr. Confirming the Disability)

Authority to Sign a Bid	This is a company resolution for the capacity under which this bid is signed and the relevant section must be completed and signed.
-------------------------	---

Mandatory Response Requirements

In order to ensure compliance with all legislation; business continuity; an operating environment that is conducive to the NIHSS operations as well as financial security, the following mandatory requirements will apply. Failure to comply with any of the prerequisites will result in disqualification of the bid.

1.1 The following documents must be submitted with the bid. Failure to do so will result in disqualification:

- (i) A flexible draft proposed Lease Agreement;
- (ii) A complete Pricing Schedule, inclusive of escalation costs in % per annum.
- (iii) Any Special Conditions of Contract must be specified in the bid (optional);
- (iv) Floor Plans with CAD drawings (A3 size) to be submitted with the bid
- (vii) Pictures of the office building in colour (exterior and internal features of the building in an A3 size)
- (viii) Where the bidder is a prospective buyer in a process of acquiring / purchasing a building, a duly signed purchased agreement (Offer to Purchase) with a title deed number of the owner must be submitted.
- (ix) Title deed will be required if the tenderer owns the building. This must be provided for each building offered.
- (x) Zoning Certificate
- (xi) Letter confirming the extent of the building provided and its grading.

Functionality/ Technical Response Requirements

Due Diligence Site Visit Evaluation will be conducted (Supporting documents must be not be submitted with the bid, it will be request during the site visit. The bidder must meet the minimum threshold of 70 points in order to be evaluated further for price and specific goals evaluation.

Price and Specific goals evaluation

PREFERENTIAL PROCUREMENT EVALUATION BASED ON THE 80/20 PRINCIPLE

The 80/20 preference point system will be utilised to evaluate this bid. A maximum of eighty (80) points will be allocated for price, as provided for in SBD 6.1, and a maximum of twenty (20) points will be allocated for the specific goals stated in this tender.

Responsive bids that qualify for price and specific-goals evaluation will be evaluated on the 80/20 preference point system in accordance with the Preferential Procurement Regulations, 2022: (a) Price - maximum 80 points; and (b) Specific goals - maximum 20 points.

b) Specific Goals (maximum 20 points)

1. Preference points for this tender will be awarded for price and the specific goals stated in SBD 6.1. No points will be awarded merely by reference to a B-BBEE status level unless the documentary proof is relevant to a stated specific goal.

SECTION D

PRICING SCHEDULE

(Goods & Services)

NAME OF BIDDER: BID NO: NIHSS/OFFICE-01/2026

CLOSING TIME: 11H00

CLOSING DATE: 21 SEPTEMBER 2026

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

EVALUATED PRICE / TOTAL COST OF OCCUPANCY: For price comparison, NIHSS will use the total evaluated cost of occupancy over the full 60-month lease period. The evaluated amount must include all compulsory costs payable by NIHSS, including base rental, contractual escalations, parking, fixed operating costs, compulsory service charges, utilities or municipal charges payable by NIHSS, generator-related charges, storage, fit-out or tenant-installation costs not funded by the lessor, deposits and any other compulsory amounts, less unconditional landlord contributions, rent-free or beneficial-occupation allowances. Costs must not be double-counted. The bidder must disclose all assumptions, exclusions and escalation rates in the pricing schedule.

Note Prices should be as per section 5.1.12 Rentals (Offices, stores and parking) in Annexure E

Price component	Total COSTS IN RANDS FOR THE ENTIRE LEASE PERIOD				
	2027	2028	2029	2030	2031
TOTAL BID PRICE VAT EXCLUSIVE					
VAT AT 15%					
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)					

Amount in words _____

The total cost amount must cover all costs associated with the service

<i>I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.</i>		
Signature of the duly authorised representative	Empty space for signature	Date: _____

- Required by:

- At:

.....

Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "All applicable taxes" includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies.

*Delete if not applicable

- Required by:

- At:
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "All applicable taxes" includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies.

SECTION E

Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid

ANNEXURE A

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 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 institution	State

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: : (please declare all companies under the directors names on CSD, declare using MAAA numbers as listed on CSD)

.....

.....

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.

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 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 A (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

Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid

SECTION F SBD 6.1

ANNEXURE B

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

NIHSS TENDER-SPECIFIC APPLICATION: The 80/20 preference point system applies to Tender NIHSS/OFFICE-01/2026. All evaluation of price and specific goals must be undertaken on this basis.

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

-

1.2 To be completed by the organ of state

- a) The applicable preference point system will be determined in accordance with paragraph 1.2 below.
- b) The applicable preference point system for this tender is the 80/20 preference point system. NIHSS has estimated the total value of the 60-month contract, inclusive of all applicable taxes, to be below R50 000 000. A maximum of 80 points will therefore be allocated for price and a maximum of 20 points for the specific goals stated in this tender.

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	80
SPECIFIC GOALS	20

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.

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 SYSTEM - APPLICABLE TO THIS TENDER

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

For this tender, a maximum of 80 points is allocated for price. The price score will be calculated using the 80/20 price formula prescribed in the Preferential Procurement Regulations, 2022.

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 points is allocated for price on the following basis:

This is a procurement of office accommodation by NIHSS and not an income-generating contract.

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

$P_{\min}$ = Price of lowest acceptable bid

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. NOT APPLICABLE TO THIS TENDER. NIHSS has determined that the 80/20 preference point system applies to Tender NIHSS/OFFICE-01/2026.

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

B-BBEE Status Level	Preference Points Allocated (80/20 System)	Points Claimed by Tenderer
Level 1	20 Points	
Level 2	18 Points	
Level 3	14 Points	
Level 4	12 Points	
Level 5	8 Points	
Level 6	6 Points	
Level 7	4 Points	
Level 8	2 Points	
Non-Compliant Contributor	0 Points	

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

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:

.....

SECTION G

CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the National Institute For the Humanities and Social Sciences on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/we agree that:

(a) the offer herein shall remain binding upon me and open for acceptance by the Entity during the validity period indicated and calculated from the closing time of the bid;

(b) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Entity may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Entity. I/we will then pay to the Entity any additional expenses incurred by the Entity having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Entity shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Entity may sustain by reason of my default;

(c) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;

(d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :

.....

.....

(e) Bidders are required to submit a company profile that describes the nature of the organisation and its normal business activities with details of track record and experience relating to the leasing and/or development of commercial property.

(f) Bidders must submit written proposals which sufficiently address the office space requirements, as indicated in the detailed specifications, and must include a floor plan of the proposed site/ Building.

(g) Bidders must submit a report, signed off by a professional architect, indicating the grading of the building.

(h) This information will be used in the evaluation and adjudication of the bid and the NIHSS will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material. Bid responses will be evaluated as submitted.

(i) The NIHSS does, however, reserve the right to verify the information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bidder's proposal may be disqualified.

(j) Valid tax clearance certificate / CSD report/ SARS pin must be submitted.

(k) Contactable references for services of a similar nature must be submitted.

(l) The National Institute for the Humanities and Social Sciences (NIHSS) reserves the right not to award the bid to the highest ranked bidder.

(m) The rates must be in line with the current South African Property Owners Association (SAPOA) rates.

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfillment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me as a result of such action.

5. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Entity, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Entity, in addition to any remedies it may have, may:-
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Entity as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the Entity may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20 AT

.....

SIGNATURE OF BIDDER OR DULY

NAME IN BLOCK LETTERS AUTHORISED REPRESENTATIVE

ON BEHALF OF (BIDDER'S NAME)

CAPACITY OF SIGNATORY

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....

POSTAL ADDRESS

.....

TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

ANNEXURE C: GENERAL CONDITIONS OF CONTRACT

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to

any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Entity or an organization acting on behalf of the Entity.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, startup, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national entity, Provincial entity, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Entity must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Entity of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

ANNEXURE D

SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.

The offers must remain valid for a period of 90 days from the closing date of the submission of bids.

1. CONTRACT PERIOD

1.1 Five (5) years/ Sixty (60) Months

2. EVALUATION CRITERIA

There are four (4) main stages in the selection process, namely, ensuring that bid comply with administrative requirements, mandatory requirements, technical and preference points / specific goals.

Step 1 - Administrative Compliance

For administrative compliance, bidders must refer to annexure E of the standard specifications.

Step 2 - Mandatory requirements

For mandatory requirements, bidders must refer to annexure E of the standard specifications.

Step 3 – Functional or Technical Evaluation

For technical evaluation, bidders must refer to annexure E of the standard specifications. Bidders must score minimum of 70 points in order to pass to the next stage.

Step 4 – Price and Specific Goals Point Evaluation

Price and specific goals will be evaluated using the 80/20 preference point system: 80 points for price and 20 points for the specific goals stated in this tender.

3 ENQUIRIES

All enquiries regarding technical matters, should be directed to: Tenders@nihss.ac.za

SECTION H

OFFICIAL BRIEFING SESSION CERTIFICATE:

N.B.: this form is only to be included and completed when applicable to the bid.

Site/building/institution involved: NIHSS

Bid no: NIHSS/OFFICE-01/2026

Service: OFFICE ACCOMMODATION FOR NIHSS

This is to certify that (name)

On behalf of

Visited and inspected the site on ..(date)

And is therefore familiar with the circumstances and the scope of the service to be rendered.

.....

Signature of Bidder or Authorised Representative

(Print Name)

Date:

..... **signature of entity representative**

(print name)

entity stamp

ANNEXURE E

STANDARD SPECIFICATIONS / TERMS OF REFERENCE

1. BACKGROUND

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

The NIHSS offices are currently located at 2nd Floor, 24 St Andrews Road, Parktown, Johannesburg. NIHSS has embarked on a competitive bidding process to lease office accommodation and requires the proposed premises to be located within the Parktown area, Johannesburg. The proposed accommodation must be an existing and completed building that is capable of satisfying the mandatory statutory compliance requirements at bid submission and the operational requirements contained in this tender. Greenfield or uncompleted developments will not be considered under this tender.

1.1. Objectives

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

1.1.1. Based on the NIHSS space planning assessment to ensure operational functionality, the accommodation should be in the order of 1300m² and must provide for the following:

1.1.1.1. Lockable offices (28) or potential to partition to 28 offices over time as required.

1.1.1.2. Open plan offices (X5)

1.1.1.3. Boardrooms (X2)

1.1.1.4. Ablution facilities (males and females that will cater for paraplegics part P and Part S of SANS 10400) (X2)

1.1.1.5. Kitchen area (x2)

- 1.1.1.6. Lockable store rooms (X3) with fire detection and suppression systems
- 1.1.1.7. Lockable IT Server room with fire detection and suppression systems(1)
- 1.1.1.8. Reception Area (1)
- 1.1.1.9. Photocopier room (X2)
- 1.1.1.10. Meeting room (1)
- 1.1.1.11. Quick meeting rooms(X2)
- 1.1.1.12. Pause areas (X2)
- 1.1.1.13. Lunch area (1)
- 1.1.1.14. Coffee bar (1)
- 1.1.1.15. Filing room with fire detection and suppression systems (1)
- 1.1.1.16. Meeting pause area (1)
- 1.1.1.17. Sick bay (1)
- 1.1.1.18. Waiting area (1)
- 1.1.2. The office space should be easily accessible from public transport and main roads.
- 1.1.3. There should be adequate telecommunication infrastructure in the area to provide the offices with telephone, fibre lines
- 1.1.4. The office space should have sufficient water and electricity supply
- 3.1.4.2 The office space should have as backup running water and electricity
- 1.1.5. There should be sufficient uniform lighting in all areas of the office space.
- 1.1.6. The office space should be equipped with a separate kitchen area that has a sink with cold and hot water taps.
- 1.1.7. The office space should have appropriate flooring (e.g. ceramic tiling, carpeting, wooden floors, et cetera).
- 1.1.8. The office space should have air conditioning.
- 1.1.9. The office space should be fitted with related fire protection systems as required by the Occupational Health and Safety Act.
- 1.1.10. The office space must be in line with the following principles of good property management contained in the asset management principles as espoused in the Government Immovable Asset Management Act (Act 19 of 2007 and Government Immovable Asset Management Act: Regulations
- 3.1.11. The office space on offer should provide for 20 covered or basement parking spaces.
- 3.1.12. The office space should have 15 open bay parking spaces.
- 3.1.13. The office space should have security guards.
- 3.1.14. The office should have access-controlled gates.

- 3.1.15. The office space on offer should be ready for occupation by the 1st February 2027.
- 3.1.16. The bidder is required to confirm that it will hold its proposal valid for 90 days from the closing of the tender, during which time it will maintain without changing their proposed rates and prices.
- 3.1.11. The building should have closed- circuit Television (CCTV) installed.
- 3.1.12. The office should have an UPS/ Backup Generator.
- 3.1.13. The office building should be a grade B or a higher grade building
- 3.1.14. The office space should be :
 - a. financially, economically and technically viable and offers value for money over its life cycle;
 - b. affordable in terms of existing budget and future budgetary projections after considering life cycle costs; and
 - c. readily and economically maintained;

3.2 *Duration of the Contract*

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

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

3.3 *Documentation for Payment*

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

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

NB: Point 3.3 is on a usage basis..

3.4 *Security and Integrity Requirements*

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

4 *DETAILED SPECIFICATIONS:*

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

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

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

4.1 Detailed Specification Table – NIHSS OFFICE

ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS	
			YES	NO
1	Location	Located within the Parktown area, Johannesburg. The exact street address must be provided in the written submission and will be verified during due diligence.	YES	NO
2	Lease agreement	3.1 At least 5 years.	YES	NO
3	Condition of building	Existing grade B or higher grade building which are in good condition and ready for occupation. [Dilapidated buildings will not be accepted]	YES	NO
		The proposed accommodation must be an existing and completed building capable of meeting all mandatory statutory compliance requirements at bid submission. Greenfield or uncompleted developments are not eligible under this tender.	YES	NO
5	Ablution facilities	Adequate separate male 30m ² , female 30m ² . and separate facilities for the physically challenged.	YES	NO
6	Internal finishing	Corridors with ample sound absorbing materials on walls and ceilings which are easy to maintain	YES	NO

7	Size	The under-roof floor space in the order of 1300m ² Variance of 20% larger or smaller	YES	NO
8	Accessibility	The proposed office facility is easily accessible from public transport and main roads. [Main access roads must be stated in the in the written proposal}	YES	NO
		The proposed office space accessible for persons with disabilities.	YES	NO
9	Office space (Size of space on offer should be stated in the written proposal)	lockable office of 25m ² . (office 1) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 20m ² . (office 2) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 3) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 4) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 5) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 6) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 7) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 8) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 9) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 10) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 11) [Variance of 20% larger or smaller]	YES	NO

		lockable office of 12m ² . (office 12) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 13) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 14) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 15) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 16) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 17) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 19) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 20) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 21) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 22) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 23) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 24) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 25) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 26) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 27) [Variance of 20% larger or smaller]	YES	NO

		lockable office of 12m ² . (office 28) [Variance of 20% larger or smaller]	YES	NO
		lockable office of 12m ² . (office 5 to 28) [Variance of 20% larger or smaller]	YES	NO
		Lockable boardroom 1 of 30m ² . [Variance of 20% larger or smaller]	YES	NO
		Lockable boardroom 2 of 115m ² . [Variance of 20% larger or smaller]	YES	NO
		Lockable quick meeting area 1 of 7m ² . [Variance of 20% larger or smaller]	YES	NO
		Lockable quick meeting area 2 of 7m ² . [Variance of 20% larger or smaller]	YES	NO
		Meeting room 1 of 20m ² . [Variance of 20% larger or smaller]	YES	NO
		Photocopy room 1 of 7m ² . [Variance of 20% larger or smaller]	YES	NO
		Photocopy room 2 of 7m ² . [Variance of 20% larger or smaller]	YES	NO
		Store room 1 of 30m ² with fire detection and suppression systems. [Variance of 20% larger or smaller]	YES	NO
		Store room 2 of 30m ² with fire detection and suppression systems [Variance of 20% larger or smaller]	YES	NO
		Filing room of 14m ² . [Variance of 20% larger or smaller]	YES	NO
		Pause Area of 1 of 10m ² . [Variance of 20% larger or smaller]	YES	NO
		Pause Area of 2 of 30m ² . [Variance of 20% larger or smaller]	YES	NO

		ICT server Room with fire detection and suppression systems 12 m ² . [Variance of 20% larger or smaller]	YES	NO
		Lunch area 50m ² . [Variance of 20% larger or smaller]	YES	NO
		Coffee bar 25m ² . [Variance of 20% larger or smaller]	YES	NO
		Meeting pause area 120 m ² . [Variance of 20% larger or smaller]	YES	NO
		Sick Bay Area 15m ² . [Variance of 20% larger or smaller]	YES	NO
		Waiting area 32m ² . [Variance of 20% larger or smaller]	YES	NO
10	Internal finishes	a. The office space tiled, wooden laminated or carpeted.	YES	NO
		b. The office space has sound-absorbing materials.	YES	NO
11	Reception Area	Reception area must fit in with the building design incorporating a lockable and a waiting area [150m ² Variance of 20% larger or smaller]	YES	NO
12.1	Kitchen (two separate kitchen facilities are required)	a) The office accommodation is equipped with a separate kitchen 25m ² . and has built-in cupboards for the storage of kitchen utensils. [Variance of 20% larger or smaller]	YES	NO
		b) The kitchen has a sink with cold and hot water taps.	YES	NO

12.2		a) The office accommodation is equipped with a separate kitchen and has adequate space for a fridge and microwave. 30m². [Variance of 20% larger or smaller]	YES	NO
		b) The kitchen has a sink with cold and hot water taps.	YES	NO
13	Air conditioning	There is/will be adequate air conditioning for workstation areas.	YES	NO
14	Electricity supply	Stable electricity supply from the Johannesburg Metropolitan Authority or Eskom if applicable. At least two white and one red power outlets per office or workspace area is required.	YES	NO
15	Emergency power generator	Emergency power generator installed, connected and commissioned to supply power to lights, red and white power sockets as well as the ICT server room air conditioner.	YES	NO
16	Lighting	Lighting is/will be adequate and conducive to a good working environment and eco-friendly.	YES	NO
17	Safety and security	The proposed office is/will be fitted with fire and smoke detectors for health and safety as a requirement system that complies with the Occupational Health and Safety Act.	YES	NO
		There is/ will be security guards on the premises	YES	NO
		There is/ will be access controlled gate.	YES	NO
		There is/will be Closed-circuit television (CCTV)	YES	NO
18	Parking	20 safely secured basements or under-cover parking bays for staff	YES	NO

		15 visitors open the parking bays for visitors	YES	NO
19	Availability	Will these premises be available for occupation on 01 February 2027?	YES	NO
20	Tenant installation	Is there a tenant installation	YES	NO
21	Building grade	Is the a building Grade B or above	YES	NO
22	Building type	Commercial	YES	NO
		Residential	YES	NO
		If in a residential zone, does the property have business rights? Submit proof of business rights in residential zone.	YES	NO
23	The amenities related to this office space / building / office park?	Highways, public transportation, universities and shops.	YES	NO
24	Telecommunication	Telecommunication infrastructure in the area to provide the offices with fibre lines	YES	NO
25	Potential for Expansion		YES	NO
26	BID VALIDITY	The bidder is required to confirm that it will hold its proposal valid for 90 days from the closing of the tender, during which time it will maintain without changing their proposed rates and prices.	YES	NO

4.2 Availability of facility offered

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

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

YES

NO

Notes:

4.2.11. Terms and conditions of the tenant installation must be clearly addressed in the written proposal.

4.2.12. This amount should be sufficient to cover possible changes to offices.

4.2.13. The tenant installation must be indicated.

4.3 Escalation factor

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

5 RENTAL AND COSTS

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

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

All prices must be VAT inclusive.

Notes:

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

5.1 Rental Schedule

5.1.11. Accommodation Particulars

Named of Building	
Address of Building	
Municipal Valuation of Building	

Gross floor area of accommodation	
Date accommodation may be occupied	

5.1.12. *Rentals (Offices, stores and parking)*

Note:

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

	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)
Year 1	Lettable Area		1300m ² <20%>	sqm			01 February 2027	31 January 2028					
	Lockable offices	28	357 m ² <20%>	sqm									
	Open plan offices	5	67 m ² <20%>	sqm									
	Lockable Boardroom	2	145 m ² <20%>	sqm									
	Ablution facilities (<i>males and females that will cater for paraplegics</i>)	2	70 m ² <20%>	sqm									
	Kitchen area	2	55 m ² <20%>	sqm									
	Lockable store room	3	60 m ² <20%>	sqm									
	Lockable ICT Server room	1	12 m ² <20%>	sqm									
	Reception Area	1	150 m ² <20%>	sqm									
	Photocopier room	2	14 m ² <20%>	sqm									
	Lockable Quick meeting area	2	14 m ² <20%>	sqm									
	Meeting rooms	1	20 m ² <20%>	sqm									
	Pause areas	2	40 m ² <20%>	sqm									
	Lunch area	1	56 m ² <20%>	sqm									
	Coffee bar	1	25 m ² <20%>	sqm									
	Filing room	1	14 m ² <20%>	sqm									
	Meeting pause area	1	30 m ² <20%>	sqm									
	Waiting area	1	15 m ² <20%>	sqm									
	Sick bay	1	7 m ² <20%>	sqm									
	Covered parking	20		Bay									
	Open bay parking	15		Bay									
										Total Monthly Rent		R	
										Tenant Installations		R	

	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)
Year 2	Lettable Area		1300m ² <20%>	sqm			01 February 2028	31 January 2029					
	Lockable offices	28	357 m ² <20%>	sqm									
	Open plan offices	5	67 m ² <20%>	sqm									
	Lockable Boardroom	2	145 m ² <20%>	sqm									
	Ablution facilities (<i>males and females that will cater for paraplegics</i>)	2	70 m ² <20%>	sqm									
	Kitchen area	2	55 m ² <20%>	sqm									
	Lockable store room	2	60 m ² <20%>	sqm									
	Lockable ICT Server room	1	12 m ² <20%>	sqm									
	Reception Area	1	150 m ² <20%>	sqm									
	Photocopier room	2	7 m ² <20%>	sqm									
	Lockable Quick meeting area	2	14 m ² <20%>	sqm									
	Meeting rooms	1	20 m ² <20%>	sqm									
	Pause areas	3	40 m ² <20%>	sqm									
	Lunch area	1	56 m ² <20%>	sqm									
	Coffee bar	1	25 m ² <20%>	sqm									
	Filing room	1	14 m ² <20%>	sqm									
	Meeting pause area	1	30 m ² <20%>	sqm									
	Waiting area	1	15 m ² <20%>	sqm									
	Sick bay	1	7 m ² <20%>	sqm									
	Covered parking	20		Bay									
	Open bay parking	15		Bay									
											Total Monthly Rent		R
											Tenant Installations		R

	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)
Year 3	Lettable Area		1300m ² <20%>	sqm			01 February 2029	31 January 2030					
	Lockable offices	28	357 m ² <20%>	sqm									
	Open plan offices	5	67 m ² <20%>	sqm									
	Lockable Boardroom	2	145 m ² <20%>	sqm									
	Ablution facilities (<i>males and females that will cater for paraplegics</i>)	2	70 m ² <20%>	sqm									
	Kitchen area	2	55 m ² <20%>	sqm									
	Lockable store room	2	60 m ² <20%>	sqm									
	Lockable ICT Server room	1	12 m ² <20%>	sqm									
	Reception Area	1	150 m ² <20%>	sqm									
	Photocopier room	2	7 m ² <20%>	sqm									
	Lockable Quick meeting area	2	14 m ² <20%>	sqm									
	Meeting rooms	1	20 m ² <20%>	sqm									
	Pause areas	3	40 m ² <20%>	sqm									
	Lunch area	1	56 m ² <20%>	sqm									
	Coffee bar	1	25 m ² <20%>	sqm									
	Filing room	1	14 m ² <20%>	sqm									
	Meeting pause area	1	30 m ² <20%>	sqm									
	Waiting area	1	15 m ² <20%>	sqm									
	Sick bay	1	7 m ² <20%>	sqm									
	Covered parking	20		Bay									
	Open bay parking	15		Bay									
										Total Monthly Rent		R	
										Tenant Installations		R	

Year 4	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)
	Lettable Area		1300m ² <20%>	sqm			01 February 2030	31 January 2031					
	Lockable offices	28	357 m ² <20%>	sqm									
	Open plan offices	5	67 m ² <20%>	sqm									
	Lockable Boardroom	2	145 m ² <20%>	sqm									
	Ablution facilities (<i>males and females that will cater for paraplegics</i>)	2	70 m ² <20%>	sqm									
	Kitchen area	2	55 m ² <20%>	sqm									
	Lockable store room	2	60 m ² <20%>	sqm									
	Lockable ICT Server room	1	12 m ² <20%>	sqm									
	Reception Area	1	150 m ² <20%>	sqm									
	Photocopier room	2	7 m ² <20%>	sqm									
	Lockable Quick meeting area	2	14 m ² <20%>	sqm									
	Meeting rooms	1	20 m ² <20%>	sqm									
	Pause areas	3	40 m ² <20%>	sqm									
	Lunch area	1	56 m ² <20%>	sqm									
	Coffee bar	1	25 m ² <20%>	sqm									
	Filing room	1	14 m ² <20%>	sqm									
	Meeting pause area	1	30 m ² <20%>	sqm									
	Waiting area	1	15 m ² <20%>	sqm									
	Sick bay	1	7 m ² <20%>	sqm									
	Covered parking	20		Bay									
	Open bay parking	15		Bay									
										Total Monthly Rent		R	
										Tenant Installations		R	

	Description	Number	Area Leased	Unit	Base Rent/unit	Expenses/unit	Start Date	To date	Monthly Commencement Rent (excl. VAT)	Monthly Expenses (excl. VAT)	Total Monthly Rent (excl. VAT)	VAT	Total monthly Rent (Incl. VAT)
Year 5	Lettable Area		1300m ² <20%>	sqm			01 February 2031	31 January 2032					
	Lockable offices	28	357 m ² <20%>	sqm									
	Open plan offices	5	67 m ² <20%>	sqm									
	Lockable Boardroom	2	145 m ² <20%>	sqm									
	Ablution facilities (<i>males and females that will cater for paraplegics</i>)	2	70 m ² <20%>	sqm									
	Kitchen area	2	55 m ² <20%>	sqm									
	Lockable store room	2	60 m ² <20%>	sqm									
	Lockable ICT Server room	1	12 m ² <20%>	sqm									
	Reception Area	1	150 m ² <20%>	sqm									
	Photocopier room	2	7 m ² <20%>	sqm									
	Lockable Quick meeting area	2	14 m ² <20%>	sqm									
	Meeting rooms	1	20 m ² <20%>	sqm									
	Pause areas	3	40 m ² <20%>	sqm									
	Lunch area	1	56 m ² <20%>	sqm									
	Coffee bar	1	25 m ² <20%>	sqm									
	Filing room	1	14 m ² <20%>	sqm									
	Meeting pause area	1	30 m ² <20%>	sqm									
	Waiting area	1	15 m ² <20%>	sqm									
	Sick bay	1	7 m ² <20%>	sqm									
	Covered parking	20		Bay									
	Open bay parking	15		Bay									
Total Monthly Rent												R	

Bid No: NIHSS/OFFICE-01/2026

National Institute for the Humanities and Social Sciences

Tenant Installations	R
----------------------	---

5.2 COSTS

Note:

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

5.2.11. Responsibilities

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

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

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

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.....

SCHEDULE 3: CONFIRMATION OF COMPLIANCE REPORTS

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

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

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.....

SCHEDULE 4: BID EVALUATION

Submissions will be evaluated against the specified bid evaluation criteria.

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

Phase 1: KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is DISQUALIFIED)	YES/NO	COMMENT
Was the bid submitted on time?		
Valid tax clearance certificate SARS pin submitted?		
CSD report		
Bidder's disclosure (SBD 4)		
Written proposal with attached floor plans and building plans submitted?		
Comprehensive Pricing Schedule submitted?		
Municipal Account of Leased Property (Paid up)?		
Electrical Compliance certificate submitted?		
Occupation Certificate submitted?		
Health and Safety certificate?		
Fire Regulation Certificate submitted?		
Zoning certificate (obtainable from Municipality)submitted?		
Company profile submitted?		
OUTCOME: QUALIFIES FOR FURTHER EVALUATION (YES / NO)		

PHASE 2 - MANDATORY TECHNICAL REQUIREMENTS Failure to comply with any requirement expressly identified in this phase will result in the bid not proceeding to functionality evaluation.	Source reference	YES	NO	COMMENTS
1. Building located within the Parktown area, Johannesburg, with exact address provided.	4.1 item 1			

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialed.

2. Grade B or Higher grade building with useable space 1300m ² , a variance of 20% larger or smaller is acceptable and Grading and zoning certificates submitted as specified. Have floor plans been submitted?	4.1 item 21 4.1 item 3 and 7			
3. Accessibility to and in the building for the physically challenged.	4.1 item 8			
4. Lighting conducive to good working environment.	4.1 item 16			
5. Ablution facilities not shared.	4.1 item 5			
6. Period of lease of five (5) years with an option to extend offered.	4.1 item 2			
7. Installation, commissioning and connection of the emergency electrical power generator offered.	4.1 item 14			
8. Internal Finishes	4.1 item 10			
BIDDER QUALIFIES FOR FURTHER EVALUATION:		YES	NO	

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

PHASE 3 - FUNCTIONALITY / TECHNICAL EVALUATION Criteria in this phase are scored. A bidder must achieve at least 70 points out of 100 overall to proceed. A zero on an individual functionality criterion does not, by itself, result in disqualification unless that requirement is separately identified as mandatory in Phase 1 or Phase 2.		Source reference	Maximum Score	Score	COMMENTS
1	Grading of building offered supported by certification (i.e. valuation certificate) and professional architect report. - Grade A = 10 points - Grade B = 5 points	4.1 item 21	10		
Bidders must submit floor and building plans with their proposal as a source of evidence for 2 to 13 below:					
2	Accessibility from public transport. Distance must be measured from the main building entrance to the nearest operational public-transport access point using the shortest pedestrian route. Maximum 10 points; deduct 1 point for each full kilometre beyond the first kilometre, to a minimum of 0 points. Evidence may be verified during the site inspection.	4.1 item 8	10		
3	Internal finishing's in accordance with the NIHSS specifications or detailed plans thereof. - Sound absorbing materials = 5 points - Any other will result in zero points.	4.1 item 6	5		
4	Offices and Carpets/tiles fitted /wooden to NIHSS specifications or detailed plans thereof. - Mostly separate securable offices = 2.5 points - Carpets/tiles fitted /wooden	4.1 item 6 and 10	5		

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

	laminated=2.5 points • Any other = 0 points.				
	PHASE 3 - FUNCTIONALITY / TECHNICAL EVALUATION Criteria in this phase are scored. A bidder must achieve at least 70 points out of 100 overall to proceed. A zero on an individual functionality criterion does not, by itself, result in disqualification unless that requirement is separately identified as mandatory in Phase 1 or Phase 2.	Source reference	Maximum Score	Score	COMMENTS
5	Air conditioning per individual office/area, or detailed plans thereof. • Individual air conditioning units for each office/area = 5 point • Central air conditioning = 2.5 points • No or insufficient air conditioning = 0 points	4.1 item 13	5		
6	Reception area open plan as specified, or detailed plans thereof. • As specified = 5 points • Not identified less 1 point per item not offered.	4.1 item 11	5		
7	Storage areas offered or detailed plans thereof. • Storage offered = 2.5 points • Walk-in storage room = 2.5 points • Non-compliance = 0 points	4.1 item 9	5		
8	Emergency power. • Compliance = 5 points • Non-compliance = 0 points	4.1 item 15	5		
9	Security as specified • Compliance = 5 points • Non-compliance = 0 points	4.1 item 17	5		

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

	PHASE 3 - FUNCTIONALITY / TECHNICAL EVALUATION Criteria in this phase are scored. A bidder must achieve at least 70 points out of 100 overall to proceed. A zero on an individual functionality criterion does not, by itself, result in disqualification unless that requirement is separately identified as mandatory in Phase 1 or Phase 2.	Source reference	Maximum Score	Score	COMMENTS
10	Parking as specified 20 covered parking bays = 5 points <20 cover parking bays = 0 points 15 visitors parking bays = 5 points <15 visitors parking bays = 0 points	4.1 item 18	10		
11	Board rooms as specified, or detailed plans thereof. - Compliance = 10 points - Less than specified = 0 points	4.1 item 9	10		
12	Telecommunication infrastructure in the area to provide the offices with fibre lines	4.1 item 24	5		
13	Lockable IT Server room with fire detection and suppression systems. - fire detection =2.5 points - suppression systems=2.5 points	4.1 item 9	5		
14	The office accommodation is equipped with two separate kitchens. and has built-in cupboards for the storage of kitchen utensils - two separate kitchens = 5 points - detailed plans thereof.=2.5 - The kitchen has a sink with cold and hot water taps = 2.5 points	4.1 item 12.1 and 12.2	10		

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

PHASE 3 - FUNCTIONALITY / TECHNICAL EVALUATION (CONTINUED)		Source reference	Maximum Score	Score	COMMENTS
14	Property management experience relevant to commercial office accommodation: 5 years or more = 5 points; 3 to less than 5 years = 3 points; less than 3 years = 0 points. Supporting evidence must be provided.	2. item 2.1	5		
TOTAL FUNCTIONALITY POINTS OUT OF 100					
Minimum qualifying functionality score: 70/100					

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialled.

Only bidders that achieve a minimum functionality score of 70/100 will proceed to Phase 4 (site due diligence / verification).

PHASE 4 - SITE DUE DILIGENCE / VERIFICATION This phase verifies information and evidence already submitted and assessed in Phases 1 to 3. No new functionality criteria or points will be introduced. A material misrepresentation, or failure to satisfy a mandatory requirement, may result in the bid being found non-responsive.	YES	NO	COMMENTS
1. Verify Parktown location, access to main roads and public-transport distance evidence submitted in the bid.			
2. Verify the general condition and maintenance of the building against the submitted photographs, plans and stated building grade.			
3. Verify accessibility for persons with disabilities against the mandatory specification and submitted evidence.			
4. Verify emergency exits and statutory fire-safety provisions.			
5. Verify that the back-up generator / emergency power solution is installed and operational as represented.			
6. Verify security cameras and related security infrastructure as specified.			
7. Verify security services and access-control arrangements as specified.			

Important Note:

Any bid qualifying for further consideration will be subject to NIHSS due diligence, including a site inspection, solely to verify that the accommodation offered and representations made in the bid comply with the published specifications. The site inspection will not introduce new scoring criteria or permit a bidder to improve its bid after closing.

SERVICE PROVIDER INITIALS / SIGNATURE: _____. Initialling is for document control; omission alone does not invalidate an otherwise duly signed bid. Alterations/corrections must be initialised.