



Health and Welfare Sector  
Education and Training Authority

**HWSETA**

## **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFICE SPACE FOR THE HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY (HWSETA) MPUMALANGA PROVINCIAL OFFICE.**

### **PART B**

#### **SECTION 1: INTRODUCTION AND BACKGROUND**

1. The HWSETA is a statutory entity established in March 2000. The HWSETA is responsible for education, training and skills development of the health, social development and veterinary sectors. The HWSETA seeks to achieve the following within the sector:
  - a) Develop and implement the Sector Skills Plan.
  - b) Skills development planning, programs, and initiatives.
  - c) Monitoring of education and training.
  - d) Identification of workplaces for practical work experience.
  - e) Support and facilitate the development of the National Skills Development Strategy.
  - f) Disbursement of levies collected.
  - g) Forge links with all stakeholders and relevant bodies.
  - h) Account for the effective and efficient use of public monies in line with the provisions of the Public Finance Management Act.
  - i) Promotion of the employment of disabled persons.
2. The HWSETA is seeking a suitably qualified bidder to provide office space for the Mpumalanga Provincial Office.
3. The office space must be in a safe and secure, business environment in the Nelspruit area.
4. The office space must be available for occupation from 01 August 2026 up until 31 March 2030.

## SECTION 2: EVALUATION CRITERIA

**Bids will be evaluated in four phases:**

### **Phase 1: Administrative and Mandatory Requirements (Part A)**

Bidders must comply with the administrative requirements as per Parts 1 – 4, Part 6 and Part 8 read with 3.1 of the condition of contract as well as the mandatory requirements as per paragraph 15.1, Part 9. Bidders who comply with these requirements will qualify for evaluation in Phase 2: Technical and Functional Requirements .

### **Phase 2: Technical and Functional Requirements**

In Phase 2: Technical and Functional Requirements, bidders are required to achieve 80 points out of 100 to qualify for evaluation in Phase 3: Site Evaluation/Inspection.

### **Phase 3: Site Evaluation/Inspection**

In Phase 3: Site Evaluation/Inspection, bidders are required to achieve 80 points out of 100 to qualify for evaluation in Phase 4: Price and HWSETA specific goals.

### **Phase 4: Price and HWSETA Specific Goals**

All proposals submitted will be evaluated in accordance with the 80/20 principle, in line with the Preferential Procurement Policy Framework Act (PPPFA) Regulations of 2022, where 80 points is allocated for Price and 20 for HWSETA specific goals.

## SECTION 3: PHASE 2 – TECHNICAL AND FUNCTIONAL EVALUATION

### **EVALUATION:**

In Phase 2: Technical and Functional Requirements, bidders are required to achieve 80 points out of 100 to qualify for evaluation in Phase 3: Site Evaluation/Inspection.

### **TABLE 1: TECHNICAL & FUNCTIONAL REQUIREMENTS. CRITERIA 1 – 8.**

The bidder is required to complete Table 1, which details the first eight (8) technical & functional requirements of the bid. Please indicate the page in the bid where supporting information and/or documentation can be found.

Please note. To ensure your bid proceeds to the next stage, the below must be adhered to:

- The bidder must answer “YES” to each of the first eight (8) criteria.
- Table I must be fully completed.
- All requested supporting documentation and information must be submitted.

Bids that do not meet all of the above requirements will unfortunately not be considered for further evaluation in Phase 3: Site Evaluation/Inspection.

**TABLE 1**

TECHNICAL & FUNCTIONAL REQUIREMENTS			SUPPORTING INFORMATION AND / OR DOCUMENTATION
1. Duration of Agreement (Lease Period)			
The bidder agrees to the lease period of 01 August 2026 up until 31 March 2030.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2. Location			
The office space is in a safe and secure, business environment in the Nelspruit area.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please provide the buildings' address details: _____ _____
3. Building Requirements			
The office space size is between 385m <sup>2</sup> and 400m <sup>2</sup> Gross Lettable Area, and the proposed office space is not split between two separate buildings or two separate floors. It is a single space.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please indicate the actual size of the office space in m <sup>2</sup> (GLA) that is being tendered. _____ m <sup>2</sup>
The office space is in an existing building that is a complete built structure.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Toilet facilities:  There is a separate Male (minimum quantity of 2), Female (minimum quantity of 2) and a Disability friendly toilet (minimum quantity of 1) that is available and conveniently accessible.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

<p>There is a functional elevator to cater for the movement of goods, persons, and disabled persons between floors (if the proposed office space is not on the ground floor).</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>Please indicate the floor that the office space is on: _____</p>
<p>Tenants in the building: A detailed description of the nature of the respective tenants' business must be submitted.</p> <p>NOTE:</p> <p>The information will be evaluated by determining if the nature of the tenants business is conducive to the HWSETA operations and shall be deemed acceptable by the HWSETA in its sole and absolute discretion, e.g. if a neighboring business may pose a reputational risk, security risk etc.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>A "YES" response with the exclusion of the tenant business description will be evaluated as a "NO" response.</p> <p>Please indicate page in the bid the tenant information can be reviewed. _____</p>
<p>4. Parking</p>			
<p>The bidder agrees to provide seven (7) demarcated, on-site, dedicated staff parking bays available as either basement or undercover parking that is conveniently accessible to the proposed office space.</p> <p>A single bay to be demarcated for physically disabled persons.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	
<p>5. Business Continuity</p>			
<p>Electricity Outage: The bidder agrees to provide an alternate energy supply for the proposed office space in the event of electricity interruptions.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	
<p>6. Maintenance</p>			
<p>The bidder agrees to install, maintain and service the below systems for the duration of the lease:</p> <ul style="list-style-type: none"> <li>• The alternate energy supply system.</li> <li>• The buildings safety, security, and access control systems and measures.</li> <li>• The water supply system in the building.</li> <li>• The fully decentralized Heating, Ventilation, and Air Conditioning (HVAC) system on completion of the fit-out.</li> </ul>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	

<p><b>NOTE:</b> Maintenance and servicing costs will form part of the Operational Cost that must be specified in Annexure A: Pricing Schedule.</p>			
<p>7. Tenant Installation Allowance</p>			
<p>The bidder agrees to provide a Tenant Installation Allowance of an amount equal to 10% of the Total Cost of the contract (VAT included).</p> <p>The HWSETA reserves the right to verify the invoices received by the bidder for the fit out of the premises.</p> <p>Please refer to the TOTAL COST block in Annexure A: Pricing Schedule marked with an asterisk (*).</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	
<p>8. Fit-Out</p>			
<p>The bidder agrees to appoint at his/her cost a professional team to render the internal fit out of the office premises.</p> <p><b>NOTE:</b> This cost forms part of the Tenant Installation Allowance.</p> <p>The professional team will be responsible for:</p> <ul style="list-style-type: none"> <li>• Layout designs and detailed spatial planning.</li> <li>• Core drilling for network cables where required.</li> <li>• Installation of HVAC systems.</li> <li>• Securing the necessary municipal approvals.</li> <li>• Ensuring that the fit-out of the premises is compliant with all South African Statutory Regulations and Acts.</li> <li>• Ensuring that the specific fit-out requirements is to the satisfaction of the HWSETA.</li> <li>• Providing a complete turnkey solution.</li> </ul>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	

**TABLE 2: TECHNICAL & FUNCTIONAL REQUIREMENTS. CRITERIA 9 – 12.**

The bidder is required to complete Table 2, which details the remaining four (4) technical & functional requirements of the bid. In the column titled “THE BIDDER TO INDICATE LEVEL OF COMPLIANCE TO THE BELOW REQUIREMENTS BY ALLOCATING HIM / HERSELF POINTS ACCORDING TO THE POINTS SCHEME”, the points allocated by the bidder, is a declaration that the said requirement is being provided, or, where applicable, a commitment that the said requirement will be provided, as per the respective criteria. **NON-ALLOCATION OF POINTS BY THE BIDDER WILL UNFORTUNATELY RESULT IN A ZERO SCORE.**

**TABLE 2**

<p><b>TECHNICAL &amp; FUNCTIONAL REQUIREMENTS (POINTS ALLOCATION)</b></p>	<p>*THE BIDDER TO INDICATE LEVEL OF COMPLIANCE TO THE BELOW REQUIREMENTS BY ALLOCATING HIM / HERSELF POINTS ACCORDING TO THE POINTS SCHEME. NON-ALLOCATION OF POINTS BY THE BIDDER WILL RESULT IN A ZERO SCORE.</p>
<p><b>9. Office Space Location</b></p>	
<ul style="list-style-type: none"> <li>• Office space on the ground floor = <b>25 points</b></li> <li>• Office space on a floor, other than on the ground floor = <b>20 points</b></li> </ul>	<p>Points: _____</p>
<p><b>10. Food and Beverage Area</b></p>	
<ul style="list-style-type: none"> <li>• The proposed office space has a food and beverage area with built in cabinets, a sink with hot and cold-water supply and plug points for a microwave, kettle, and a fridge = <b>15 points</b></li> <li>• The proposed office space does not have, or partially complies with a food and beverage area with built in cabinets, a sink with hot and cold-water supply and plug points for a microwave, kettle, and a fridge, <b>however</b>, the bidder agrees to establish a food and beverage area with the said requirements to the satisfaction of the HWSETA before the first date of occupation (the cost forms part of the Tenant Installation Allowance) = <b>10 points</b></li> </ul> <p><b>Non-acceptance by the bidder to provide this requirement, or non-allocation of points by the bidder, will unfortunately result in a zero score.</b></p>	<p>Points: _____</p>

<p align="center"><b>11. Parking security</b></p>	
<ul style="list-style-type: none"> <li>• Access controlled parking area AND digital camera surveillance and recording over the allocated parking area = <b>30 points</b></li> <li>• The parking area is not access controlled and/or there is no digital camera surveillance and recording over the allocated parking area, <b>however</b>, the bidder agrees to establish an access-controlled parking area and digital camera surveillance and recording system over the allocated parking area before the first date of occupation (the cost forms part of the Tenant Installation Allowance) = <b>25 points</b></li> </ul> <p><b>Non-acceptance by the bidder to provide this requirement, or non-allocation of points by the bidder, will unfortunately result in a zero score.</b></p>	<p>Points: _____</p>
<p align="center"><b>12. Building security</b></p>	
<ul style="list-style-type: none"> <li>• 24-hour security guards AND a digital camera surveillance and recording system at entry and exit points into the building = <b>30 points</b></li> <li>• There is no 24-hour security guards and/or no digital camera surveillance and recording system at entry and exit points into the building, <b>however</b>, the bidder agrees to appoint at his/her cost 24 Hour security guards and install a digital camera surveillance and recording system at the entry and exit points into the building before the first date of occupation = <b>25 points</b></li> </ul> <p><b>Non-acceptance by the bidder to provide this requirement, or non-allocation of points by the bidder, will unfortunately result in a zero score.</b></p>	<p>Points: _____</p>
<p align="center"><b>POINTS ALLOCATION</b></p>	
<p><b>Points required to qualify for evaluation in Phase 3: Site Evaluation/Inspection.</b></p>	<p align="center"><b>80</b></p>
<p><b>Total points for Technical &amp; Functional evaluation.</b></p>	<p align="center"><b>100</b></p>

**NOTE:**

**INFORMATION PROVIDED IN TABLE 1 AND TABLE 2 WILL BE VERIFIED AT THE SITE EVALUATION / INSPECTION. IF THE INFORMATION IS FOUND NON-COMPLIANT THE BID WILL UNFORTUNATELY NOT BE CONSIDERED FURTHER.**

## SECTION 4: PHASE 3 - SITE EVALUATION / INSPECTION CHECKLIST

**EVALUATION:** In Phase 3: Site Evaluation/Inspection, bidders are required to achieve 80 points out of 100 to qualify for evaluation in Phase 4: Price and HWSETA specific goals.

The table below is for information purposes only. The bidder is not required to complete the table.

The proposed building, its current tenants, its surrounding environment, and locality must be conducive for the HWSETA operations, and shall be deemed acceptable by the HWSETA in its sole and absolute discretion, guided by the below criteria:

- 0 points = Not suitable
- Minimum points = Satisfactory
- Maximum points = Excellent

<p>1. CONDITION OF THE EXTERIOR AND INTERIOR OF THE BUILDING</p>	<p>Exterior condition. Areas to be assessed include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Exterior walls for condition of paintwork, cracks, damage, signs of water intrusion etc. (0 points, Min 3,5 points, Max 4 points)</li> <li>• Windows and doors for cracks, cleanliness etc. (0 points, Min 3 points, Max 4 points)</li> <li>• Roof and gutters for cracks, sagging, separation etc. (0 points, Min 3,5 points, Max 5 points)</li> </ul> <p>Interior condition. Areas to be assessed include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Floors for cracks, damage, cleanliness, water damage etc. (0 points, Min 3,5 points, Max 4 points)</li> <li>• Walls for cracks, damage, cleanliness, water damage etc. (0 points, Min 3 points, Max 4 points)</li> <li>• Ceilings for cracks, damage, cleanliness, water damage etc. (0 points, Min 3,5 points, Max 4 points)</li> </ul>	<p>Maximum = 25 points</p>
<p>2. ACCESSIBILITY AND VISIBILITY</p>	<ul style="list-style-type: none"> <li>• Pace when vehicles enter and/or leave the property (0 points, Min 4 points, Max 5 points)</li> <li>• Local road infrastructure access to provincial main roads (0 points, Min 4 points, Max 5 points)</li> <li>• Proximity to public transport modes (0 points, Min 4 points, Max 5 points)</li> <li>• Proximity to food and beverage services (0 points, Min 4 points, Max 5 points)</li> <li>• Visibility and exposure (0 points, Min 4 points, Max 5 points)</li> </ul>	<p>Maximum = 25 points</p>

3. BUILDINGS ENVIRONMENT AND SURROUNDING AREAS	<ul style="list-style-type: none"> <li>• The condition of the building's environment and surrounding properties (0 points, Min 8 points, Max 10 points)</li> <li>• The level of environmental noise (0 points, Min 12 points, Max 15 points)</li> </ul>	Maximum = 25 points
4. SAFETY AND HEALTH	<ul style="list-style-type: none"> <li>• Safety and security of the office space area (0 points, Min 10 points, Max 11 points)</li> <li>• Accommodation for disabled persons: <ul style="list-style-type: none"> <li>○ Availability and demarcation of disability friendly access into the building (0 points, Min 2 points, Max 3 points)</li> <li>○ Availability and demarcation of disability friendly toilet/s (0 points, Min 3 points, Max 4 points)</li> </ul> </li> <li>• Level of natural light (0 points, Min 2 points, Max 3 points)</li> <li>• Level of natural ventilation (0 points, Min 3 points, Max 4 points)</li> </ul>	Maximum = 25 points
	Points required to qualify for evaluation in Phase 4: Price and HWSETA specific goals.	80
	Total points for Site Evaluation / Inspection	100

## SECTION 5: PHASE 4 - PRICE AND HWSETA SPECIFIC GOALS

All proposals will be evaluated in accordance with the 80/20 principle, in line with the Preferential Procurement Policy Framework Act (PPPFA) Regulations of 2022, where 80 points is allocated for Price and 20 for HWSETA specific goals.

Points allocated for price	80
Points allocated for HWSETA specific goals	20
<b>Total for Price and HWSETA specific goals</b>	<b>100</b>

## ANNEXURE A: PRICING SCHEDULE

The bidder is required to price on the following (in Rand value were applicable), as per the proposed lease agreement:

TOTAL FLOOR SPACE (GLA): \_\_\_\_\_ m<sup>2</sup> (square metres)

FLOOR RENTAL (COST PER SQUARE METRE): R \_\_\_\_\_ (including VAT)

PARKING RENTAL (COST PER PARKING BAY): R \_\_\_\_\_ (including VAT)

ESCALATION PER ANNUM: \_\_\_\_\_ % (percentage)

TENANT INSTALLATION ALLOWANCE: R \_\_\_\_\_ (including VAT).

Please note the Tenant Installation Allowance amount must equal to 10% of the Total Cost of the contract. Refer to the TOTAL COST block below marked with an asterisk (\*).

YEAR 1	NET COST	VAT@15%	TOTAL COST
FLOOR RENTAL			
PARKING RENTAL			
OPERATING COST			

YEAR 2	NET COST	VAT@15%	TOTAL COST
FLOOR RENTAL			
PARKING RENTAL			
OPERATING COST			

YEAR 3	NET COST	VAT@15%	TOTAL COST
FLOOR RENTAL			
PARKING RENTAL			
OPERATING COST			

YEAR 4 (8 months)	NET COST	VAT@15%	TOTAL COST
FLOOR RENTAL			
PARKING RENTAL			
OPERATING COST			

TOTAL NET COST	VAT@15%	* TOTAL COST (3 years, 8 months)

Please list in the table below what costs are covered under Operating Costs.

OPERATING COST BREAKDOWN	
No.	DESCRIPTION
1	
2	
3	
4	
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12	
13	
14	
15	
16	
17	
18	

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

