

RFP2023/36/NYDA

**Re-advertisement of the
lease of corporate office
space for
NYDA head office over a
period of seven (7) years.**

26 January 2024



nyda

NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

1. TERMS OF REFERENCE

- **TERMS OF REFERENCE ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA HEAD OFFICE OVER A PERIOD OF SEVEN (7) YEARS.**

1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION

The purpose of this document is to request proposals for the lease of corporate office space for the National Youth Development Agency (NYDA) over a period of Seven (7) years. The proposed corporate office space must be situated in Gauteng within a 5km radius from our current Head Office (54 Maxwell Drive, Woodmead North Office Park, Woodmead) location.

The location of the corporate office space must be within easy walking distance to public transport services, retail shops, clearly visible from major local traffic routes, and feature an unimpeded entrance to the public area from street level. Ideally within proximity to public parking facilities. Positive consideration will be given to public parking availability close to the proposed premises.

1. TERMS OF REFERENCE CONTINUES.....

1.1 Positive consideration will be given to public parking availability close to the proposed premises. It is a further pre-requisite that the proposed new office be in proximity to retail banking facilities, shopping complex and other commercial nodes. Cognizance will be given to the security features of the proposed building/premises such as access control, alarm system, CCTV, perimeter fencing, armed response, etc. The overall security aspects of the proposed building/premises will be assessed with the physical evaluation of the premises, which is an integral part of the bid process.

1.2 National Youth Development Agency (NYDA) requires a corporate office space comprising of a minimum of **4000m²** and maximum of **4500m²**. The offices should be available for beneficial occupation as per tender documents TOR, for pre-start allowing the NYDA internal Procurement processes to be concluded following the project fit-out period of approximately five-month prior occupation. The envisaged lease commencement date is as per tender documents TOR.

1. TERMS OF REFERENCE CONTINUES.....

The Characteristics of the building/premises shall cater for tenant installation as follows but not limited to:

- Reception Area
- CEO's office with ensuite bathroom
- Board Offices – Office Section with multiple offices and an Open Plan office.
- Executives Offices
- Senior Managers Offices
- Managers offices
- Open Plan Office Space
- Hot Desk Area
- Server Room(s)
- Executive Boardrooms
- Meeting Rooms and Training Room Set-up
- Office alterations and Renovations
- Training room or Auditorium to cater for ± 200 candidates (subdividable)
- Storage facilities

1. TERMS OF REFERENCE CONTINUES.....

The Characteristics of the building/premises shall cater for tenant installation as follows but not limited to:

- Strong room and Archive room,
- A typical open plan office space accommodation, which need to be easily assimilated on the premises and cater for any office alteration. The building should be user friendly and accessible for people with disabilities.
- Sick bay – a room set aside for treatment or accommodation of the sick,
- Canteen and pre room (to cater for both Halaal and normal gourmet).
- Eating/ Pause eating area,
- Elevator available if the building has multiple floors,
- Emergency evacuation escape routes,
- Space available for a Gym,
- Training Room and or Auditorium.
- Roof access for maintenance,
- Basement/ underground parking and external shaded or covered parking.
- Available ablution facilities that can cater for both (ladies and Gents) in each floor or level, also paraplegic bathrooms for the physical impaired,
- Changing rooms with showers, locker cabinets area for staff, security personnel and housekeeping team.
- IT dedicated storage,
- CCTV room

1. TERMS OF REFERENCE CONTINUES.....

The successful bidder shall be responsible for the maintenance of the building/premises. This shall include at least but not limited to the following :

- Power backup Generator;
- Windows;
- Roofs;
- HVAC - Servicing of Air Conditions , Fresh Air, cleaning of diffusers, filters, servicing and maintenance of HVAC units as per maintenance schedule.
- Lightning protection;
- Electrical supply: Up to Distribution board;
- Fire Protection and Detection System;
- Servicing of Fire Protection Equipment (Fire Alarm Panel, Fire Extinguishers and Hose Reels);
- Plumbing: Up to first fix;
- Lift service plan (if applicable)
- Common area: Maintaining and up-keep, electrical reticulation;
- Storm water drainages,
- JoJo Tanks;
- Parking, Grounds and gardens (if applicable)
- Washing the external windows & facades; and
- Landlord's will need to grant permission for the NYDA fit-out on the building for signage and IT microwave Installation.
- The landlord will be requested to conduct test like water test, Air Quality and Lux Level.

NYDA will be responsible for, subject to the above listed items, for the interior wear and tear including the cleaning of the premises

1. TERMS OF REFERENCE CONTINUES.....

#	Conditions	Confirmations		
		Yes	No	Comments
1	The building offers sufficient space of a minimum of 4000m ² and maximum of 4500m ² . (it must be one standard full building). Common floor areas to be included in the disclosed floor spacing for renting.			
2	The location of the proposed corporate space must be in Gauteng within 5km radius from the current Head office building (54 Maxwell Drive, Woodmead Office Park) with easy access to public transport and retail shops services (The radius will be calculated using the shortest route on Google Maps).			
3	A minimum of 200 parking bays in the access-controlled area as part of the premises (inclusive of 4 for people with disability bays) will be required for staff vehicles and the Agencies vehicles at the premises and must be available for exclusive use by NYDA			
4	Air-conditioned that can be operated at the office Temperature settings between 21° Celsius and 26° Celsius and controlled independently of other offices (tenants). Split aircon, units in offices preferred.			
5	Manage the impact of sharing (if shared) building with other tenants by demarcating NYDA allocated space separately.			
6	The building must be in a 24/7 Access controlled premises, with access control, including building security, armed response services, an alarm system, and CCTV, as part of the security measures at occupation, which can be incorporated with the tenant's additional CCTV for high-risk areas (server rooms, strong rooms, etc.).			

1. TERMS OF REFERENCE CONTINUES.....

7	Building must have security gates or trellidors where appropriate on occupation			
8	Back Up Power- Generator and or Inverter.			
9	Water Back-up System -Jojo Tanks (20 000 LT) on occupation.			
10	Building must have fiber optic for ICT connectivity and cater for additional ICT requirement (installation of microwave).			
11	Disability access (Offices and parking for staff and visitors). Facilities for disabled people. This includes ablution facilities			
12	Issue out Occupational Certificate as per municipal regulation before occupation by NYDA i.e., Electrical COC, Glazing COC, Plumbing COC and HVAC COC at occupation.			
13	The property owner should give NYDA brand image and signage rights. Such clause will be included in the Service Level Agreement.			

2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES.....

- A submission of **one original hardcopy version** must be the original submission, clearly marked "**Original**" and a softcopy/electronic version in PDF-Format digital copied versions of the original (Flash-drive/USB/Memory Stick)
- The original and a copy must contain the same information and must be clearly marked and professionally presented.
- Bids should be submitted in a sealed envelope, marked with:
- Bid number: RFP2023/ 36/NYDA
- Bid Description: Re-advertisement of the lease of corporate office space for the NYDA Head office over a period of seven (7) years.
- The name and address of the bidder
- Bids must be submitted on or before **11am on Friday, 9 February 2024.**
- **Bids which are submitted after the closing date and time will not be accepted.**
- Bidder's representatives are encouraged to share the information with the person who will be compiling the bid document to ensure that the tender's requirements are understood.

3. FOUR (4) STAGE EVALUATION PROCESS

Mandatory criteria (Stage one)

During the administrative/eligibility assessment, failure to provide any mandatory information as requested on pages 25 & 26 will result in the proposal being deemed non-responsive.

Functionality criteria (Stage two)

- Company experience (Max 40 points)
 - Positive testimonial letters from current or previous tenants, dated within the past 10 years.
 - (4 letters to obtain full points)
- Methodology and approach (Max 30 Points)
 - The general maintenance or mitigation plan of the proposed corporate office space as per 2.8 (Max 30 points)
- The full professional team as per 2.5 of the terms of reference (Max 30 points)
 - CVs of the full professional team and /or contractor's profile will be required as evidence to allocate points.

NB: Bidders who fail to obtain a minimum threshold on the functionality of 65% will be disqualified from Further Evaluation.

3. FOUR (4) STAGE EVALUATION PROCESS CONTINUES...

Stage three

- ✓ NYDA will be doing site visits to verify if the building is in line with NYDA Requirements
 - Verifying information as per corporate office space requirements item **2.6**
 - Reviewing the draft lease agreements in relation to NYDA requirements.
 - Reviewing floor plan in line with NYDA requirements.

Stage Four - Price and Specific Goals

- Bidders will be evaluated based on the 80/20 preferential points system, where 80 points will be used for price including all applicable taxes and 20 points are allocable to Specific Goals. (SBD 6.1)
- Bidder must price according to the price schedule provided.
- Breakdown of costs should be provided, where necessary;
- **The bidder (Landlord) must provide an allowance towards the Tenant's installation which is equivalent to seven monthly rental fees at no cost to NYDA.**
- The price schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted;
- All prices quoted will remain firm for the first twelve (12) months, after the anniversary date, the estimated price increase and percentage for the remaining years will be fixed at 7% for bidding purposes, however, the actual increase will be determined by Consumer Price Index (CPI) or negotiated with the successful bidder.
- NYDA will pay for proposed office space up to 4500 sqm. Excess office space will be deemed to be provided for free and must not be included in the price schedule.
- Prices tendered must be valid for 120 days and must be for 7 years including provision for price increase;
- Bidders are to bring the total amount from the pricing schedules above to the final summary.
- Pricing should include VAT and must be in South African Rand.

NB: Bidder must comply with the price instruction as indicated on page 28

4. QUESTIONS / CLARITY / COMMENTS

There were no questions asked during
and after the presentation

Thank you.