



SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUESTS PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION FOR ITS NATIONAL OFFICE PRETORIA GAUTENG FOR A PERIOD OF FIVE (5) YEARS.

BID NO. SALGA/15/2024

Closing date and time: 06 March 2025 at 11:00 am

Bid Validity Period: 120 days.

TENDER BOX ADDRESS:

Menlyn Corporate Park
c/o Garsfontein and Corobay Avenue
Ground Floor (Reception area)

Waterkloof Glen

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

WEBSITE: www.salga.org.za

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

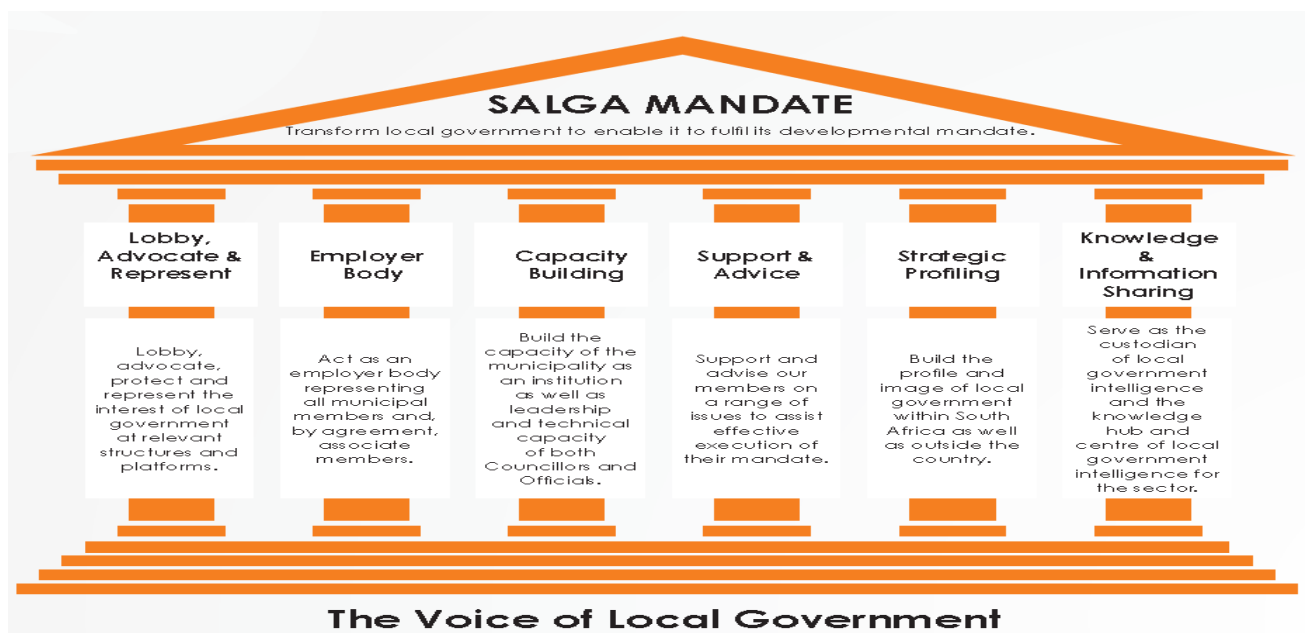
- Represent, promote, and protect the interests of local government.
- Transform local government to enable it to fulfil its developmental role.
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government.
- Enhance the role and status of municipalities.
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government.
- Ensure the full participation of women in organised local government.
- Be the National Employers' Organisation representing all municipal members and, by agreement, associate members.

2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. Under its constitutional mandate, SALGA is obliged to transform the local government sector into one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development, and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 25 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) Representation, Advocacy, and Lobbying refer to representing the interests of members in legislatures and other policymaking and oversight structures. It also refers to engaging with various stakeholders, public debates, etc. in the interest of Local Government.
- (2) Employer Body refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) Capacity Building refers to facilitating capacity-building initiatives through among others, representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-coordinated capacity- building programme for municipal councillors and officials.
- (4) Support and Advice refer to the provision of tools and services that enable municipalities to understand and interpret trends, policies, and legislation affecting Local Government and to implement the said policies and plans.
- (5) Strategic Profiling of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses on South Africa, the African continent, and the rest of the world.
- (6) Knowledge and Information Sharing refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



3. PURPOSE

The purpose of this request for proposals is to obtain suitable office accommodation around the Pretoria business area for the SALGA National Office to lease for five years.

4. BACKGROUND

SALGA recognises that if it is to realise its vision, it must nurture and constantly develop its winning formulae- a combination of service excellence, quality, participative management, and empowerment. The organisation also realises that this will only be achieved if it continues to value and care for its member municipalities and takes the management of employee issues and risks in the organisation seriously. It is upon this background that a need for new offices was identified and that is the reason why the organisation is embarking on this procurement process.

5. DISCUSSION

SALGA National office requires approximately 3000 (three thousand) square meters (m2) - 3200 SQM (three thousand two hundred) square meters (m2). This Bid was created in response to and in dialogue with SALGA'S drive to position the organisation as thought leader in the sustainability space and our commitment to refresh and strengthen our organisational culture by creating a unique working environment that supports and enables Hybrid ways of working, staff togetherness, collaboration and brand philosophy. The new building should provide numerous benefits that align with our vision to offer:

- **Thought Leadership:** Positioning ourselves as leaders in sustainability and enhancing our employer brand while setting example for the sector.
- **Quality Work Environment:** Creating a modern, flexible workspace that fosters collaboration and productivity.
- **Sustainability Benefits** of Green buildings including but not limited to healthy indoor spaces, better environmental impact and overall workplace well-being.
- **Cultural Refresh:** Leveraging the move as an opportunity for cultural change and effective change management.
- **Talent Sustainability:** Supporting our efforts to attract, retain, and invest in talent through a holistic approach to employee satisfaction and well-being.

6. TYPE OF PREMISES

The proposed premises should be suitable for a typical administrative work environment with low-density office occupation. For logistical reasons the office accommodation should

ideally be within proximity to the current office that SALGA rents in Menlyn Pretoria. The building should ideally be situated inside a precinct that offers ease of access, safe walkability and other related amenities that support work-life balance and convenience for staff.

The building should ideally be a certified green or sustainable building with a minimum 4 star rating as per the Green Building Council Green Star rating tool. The organisation is looking for a completed modern building or a building that would be ready within a period of at least 14 months.

1. PROPERTY/BUILDING:

The property offered should be able to accommodate the following as net usable areas. General requirements are based on the premise of exclusive office spaces for virtual meetings and an open-plan office layout is required.

2. SPACE REQUIREMENTS:

The following is a needs analysis detailing of spatial requirements.

STAFF TOTAL			140
OCCUPIED SPACE M2			2306,0
18%		ACCESS SPACE	345,9
TOTAL USABLE SPACE REQUIRED M2			2651,9
COMMON AREA M2			265,2
TOTAL RENTABLE AREA M2			2917,1
AVAILABLE RENTABLESPACE M2			3037,0
LEFT FOR EXPANSION M2			385,1
COMFORT INDICATOR (AVERAGE M2 PER PERSON)			18,9

The following is a summary of areas requiring attention and planning. [Also, see special needs analysis annexure.](#)

FUNCTION	AREA	NO	TOTALS m2
RECEPTION		1	36
BOARDROOM 30 seater		1	100
BOARDROOM 18 seater		1	45
BOARDROOM 16 seater		1	40
MEETING ROOM 8 seater		2	40
MEETING ROOM 6 seater		2	30
MEETING ROOM 4 seater		2	24
			0
COMMUNAL, COLABORATION, HUDDLE STAFF CASUAL AREAS			TOTALS
CANTEEN		1	201,6
PAUSE AREA		3	51,84
QUIET ROOM		4	77,76
INFORMAL MEETING AREA		4	77,76
TELEPHONE BOOTH		4	38,88
HUDDLE SPACE		4	51,84
STORAGE			TOTALS
GENERAL STORES		3	45,36
ARCHIVAL STORE		1	36
REGISTRY		1	57,6
			0
INFORMATION TECHNOLOGY			TOTALS
SERVER ROOM		1	20,16
IT SET UP ROOM/STOREROOM		1	12,96
PATCH ROOMS		2	12,96
			0
PUBLIC FACILITIES			TOTALS
KITCHEN		2	38,88
DISABLED TOILETS		1	0
SICK BAY		1	12,96

	Area Allocation m2	Office	Open Plan
Executive	17,28	5	
Senior Management	12,96	42	
Management	10,8	5	
Junior Manager	8		3
Admin/Support	5,76		85

7. THE BUILDING

The building shall comply with local authority requirements and applicable legislation. Any installations to prepare the building to be compliant and should be completed before SALGA's occupation and all relevant municipal certifications such as the Occupancy certificate, the electrical compliance certificate and water certificate must be presented on or before handing the premises over to SALGA to commence with keeping the time frames in mind.

7.1 PARKING

Approximately 120 parking bays will be required to accommodate SALGA staff and approximately 50 parking spaces for visitors should be available. Approximately 2 parking spaces for Differently-abled Persons with easy access to the lifts. The parking bays should be all shaded or underground. Parking must be provided on the premises and/or within the precinct. These parking bays provided shall be made available to SALGA on a 24-hour basis 7 days a week. All parking is to be provided within a safe and secure environment. Security of the building should be provided for 24-hours.

7.2 ACCESSIBILITY TO THE BUILDING BY DISABLED/DIFFERENTLY ABLED

- The building shall accommodate disabled people and comply with the relevant acts, regulations, and municipal by-laws. The building shall be fully disabled friendly e.g., all floors to be occupied by SALGA shall be accessible by wheelchair. Lift buttons to have braille and voice announcing lift movements. Allowance should also be made for access by guide dogs. Sufficient toilet provision for DISABLED/DIFFERENTLY ABLED visitors.
- Emergency Exits and Evacuation Procedures also accommodate disabled/differently abled people.

7.3 WATER SUPPLY

The municipal water supply should be metered separately. Implementation of water- saving and recycling policies and awareness. The building should also provide for the emergency water supply during downtimes.

7.4 ELECTRICAL SUPPLY

The building should have energy-efficient services. The power supply shall be metered separately. The installation is to comply with all relevant regulations and by-laws. It must be considered that all operational staff at SALGA are equipped with a computer. There are also several IT servers and other sophisticated electronic equipment being operated by SALGA. The quality and capacity / KVA of the incoming power supply should thus be able to meet SALGA's requirements.

Note:

- SALGA will not contribute to any upgrading/provisioning of additional power supply to the building/site.
- An Electrical Compliance certificate must be provided to SALGA as prima facie proof that all electrical installations in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1.

7.5 GENERATOR EQUIPMENT REQUIREMENTS

The landlord will be responsible for the provisioning of generator equipment to ensure an uninterrupted power supply during power failures or load-shedding. Provide a standby power generator or alternative energy supply to be serviced by the landlord.

7.6 POWER POINTS

Power points are to be provided as per SALGA requirements with the following guidelines:

- Each workstation will be equipped with one single normal power point and one red dedicated power point.
- Normal power points are to be provided for multifunction machines.
- The operations area/room will be suitably equipped with multifunction machines.
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance.

7.7 LIGHTNING PROTECTION

The building shall have sufficient lightning protection. Configuration as required by the National Building Regulations.

7.8 LIGHTING

All interior lighting shall conform to SABS 0114-1:1996. The lighting design shall take into consideration the type of work that will be performed which includes general office work and computer-based work areas with maximum implementation of natural light.

7.9 CONTROL

Each functional area shall have independent control of lights and emergency lights shall comply with the National Building Regulations.

7.10 DATA, TELEPHONE CABLING & CONNECTIVITY

The building should allow for adequate supply of bandwidth for WiFi where SALGA would be able to plug its Internet Service Provider services without the need to upgrade or improve such network. The building should allow for the installation of adequate cabling for the installation of ITC, Wi-Fi, and telephone equipment. The building should seamlessly integrate dedicated fiber optics, ensuring high-speed, reliable connectivity for all digital operations. The design should not only minimize environmental impact but also enhances energy efficiency, supporting cloud-based working environments with minimal carbon footprint. Equipped with smart technology and sustainable materials, the building should foster an optimal workspace that aligns with both modern technological demands and green principles.

7.11 FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety, and risk management shall be in full compliance with the National Building Regulations. SABS 0040 as amended. SALGA will require that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted along with all other information regarding fire compliance.

7.12 VERTICAL MOVEMENTS

1. Staircases (if applicable)

Staircases should allow free and easy flow of staff, fitted with proper guide rails as prescribed by the OHS Act and Regulations.

2. Lift(s) (if applicable)

- Taking into account rules TT45 to TT48 as set out in the SA Standard Code of Practice for the Application of the National Building Regulations as issued by the SABS, SALGA requires that if the building offered consists of floors not accessible from ground level by disabled/differently-abled persons, it shall be provided with at least one lift to be utilised as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at any given time. The minimum clear entrance to the car shall be of such dimension that it will be accessible for a wheelchair. If the building has a basement or other parking area, the lift shall also serve that area.
- The number of lifts required to service functional areas must be sufficient. All lift buttons have braille and lift(s) to have a voice announcing lift movements as well as an emergency contact number. It is essential that all lifts are maintained following the applicable legislation and a certificate of confirmation will be required.
- Note: If the building is not fitted with lifts, hoists, or escalators, it must at least have the capacity and/or capability of being fitted with such lifts, hoists or escalators at SALGA's request.

7.13 CARRYING CAPACITY OF FLOORS

Floors to allow a carrying capacity for a normal office environment. Allowance should be made for higher point loads where safes, and or central record storage loads are to be installed.

7.14 ACOUSTIC AND NOISE

All outside noises shall be reduced to an acceptable level that allows people to perform their functions without undue disturbance. Internal Acoustic features should be conducive to noise reduction in open plan areas.

7.15 SECURITY

The proposed building / precinct should have a fully functional 24-hour security and access control system. The system should allow for the safe entering and exiting of SALGA staff,

political representatives, and visitors, a safe working environment, and the protection of vehicles and assets.

The proposed building/precinct shall be safe and secure, and does not present a security risk to SALGA staff members even if they work after hours. The building including parking areas should have biometrics access control to building, CCTV. Security guards should be provided 24 hours per day, placed at the entrance gate and main reception area.

8. INFORMATION REQUIRED

8.1 PROPERTY INFORMATION

- Property street address
- Owner's name, address, city, postal code
- Email address, telephone, and fax numbers
- Details of partners/contractors/sub-contractors to this offer
- If not completed full drawing / visualisation of the building (clear and in colour)
- If not completed all the envisaged services in response to all the above requirements

8.2 LAYOUT DRAWINGS

The bidder shall provide a detailed layout drawing (clear, and in colour) that includes all areas required for the building to be functional including the usable space listed. Usable space in terms of the South African Property Owners Association (SAPOA).

Plant (generators, air cons, etc.) rooms are to be positioned in such a way that routine maintenance does not disturb operations or produce unacceptable noises during business hours. The layout drawing shall also indicate major vertical penetrations, column spacing and sizes, and any other building elements that may impact the configuration of office layouts.

8.3 FLOOR AREAS

The bidder shall provide the floor area as defined by the South African Property Owners Association method for measuring floor areas in commercial and industrial buildings.

9. OPERATIONAL/MAINTENANCE COSTS

9.1 TENANT INSTALLATION

The Landlord must specify the TI allowance in a fixed amount – **detail the individual items that it relates to, unless the use of the TI allowance is at the discretion of the tenant.**

9.2 OPERATIONAL COSTS

SALGA requires details of all the maintenance contracts and costs of the current or future projected operational expenditure for the building for which SALGA may be liable. This must include but is not limited to: (Two scenarios are required and estimated for 5 and 10 year period with cost per sqm broken down). For buildings that are not yet complete such costs can be reliably estimated based on operations in other buildings of the landlord or industry benchmarks.

Maintenance of the building

- The office space/premises are to be fully serviced and maintained by the Landlord.
- Turnaround clearly stated on maintenance and repair work.
- Windows
- Roofs
- Fire services
- HVAC includes cleaning the diffusers inside.
- UPS/power generator(s) and emergency power maintenance
- Lightning
- Plumbing
- Common area electrical reticulation
- Grounds and gardens
- Stormwater
- Washing the external windows & facades.
- Lifts maintenance
- Municipal rates

Operational costs for common areas to the building including parking to be included as an additional monthly contribution in the lease should include:

- Cleaning the common and outside areas.
- Security provided in respect of the outside of the building.
- Maintaining lifts, escalators, and air-conditioning.
- Fully functioning and consistent electricity and water connections and supply.
- Maintenance and servicing of plumbing and electricity infrastructure.
- Regular servicing of the air conditioners and ventilation systems.
- Servicing of the firefighting equipment.
- Maintenance of electrical systems and lights/light bulbs and fitting.
- Internal general maintenance excluding paint.
- Cleaning of windows on a quarterly term.
- Gardening services.
- Pest Control;
- Hygiene services, and
- Refuse removal.

10. STANDARD SPECIFICATIONS

The proposed premises shall comply with all the applicable laws and bylaws and at least the following specifications, laws, or local authority requirements:

- The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.
- The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises "Code of practice
 - Interior Lighting SABS 0114:1996 - Part I
- The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040)
 - The Municipal by-laws and any special requirements of the local supply authority
 - The local fire regulations
 - The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000.

- The building must comply with strategies that underpin the government green building Policy. According to the DPW Green Building Framework and Policy - The concept of green buildings, sustainable buildings, or sustainable construction is broad – but it is generally viewed as the building structure and the construction process that is environmentally responsible and resource-efficient throughout the whole life-cycle of the building, from inception and design, through the operation, maintenance and refurbishment of the buildings, and through to deconstruction of the buildings.
- A similar definition by the Green Building Council of South Africa recognises that: green building incorporates design, construction and operational practices that significantly reduce or eliminate the negative impact of development on the environment and people. Green buildings are energy efficient, resource efficient and environmentally responsible. In general, the largest impact on life-cycle decisions impacting on green buildings is made at the planning and design phase of a building – and hence it is important that the design of a building reflects the desirable sustainability norms, standards and best practices. Key to this is green building codes of practice, green building rating tools and energy efficiency standards, etc. In this regard, international practice is now recognising and promoting a „Deep Path” transformational change agenda to enabling an 80% global reduction of thermal energy demand from buildings by 2050¹⁰. Key to this is:
 - net-zero energy buildings (nZEB);
 - increasing stringency and compliance with building energy codes such as the Green Building council specifications and rating system (www.gbcsa.org.za) ;
 - deep retrofitting of existing buildings;
 - mandatory disclosure of energy performance; and integrated renewables.
 - For the purposes of this bid the Green Star SA internationally recognised, localised sustainability rating and certification system offers the ideal benchmark. There are four Green Star SA rating tools, these provide a means of certification for building design and construction, operation, fit-outs, and communities. Independent assessors are employed to evaluate submissions and allocate points based on the green measures that have been implemented. Certification is awarded for 4-Star (Best Practice), 5- Star (South African Excellence), or 6-Star (World Leadership) Green Star SA ratings, based on the number of points a project achieves.
 - 4 Star Green Star SA certification– reflects a Best Practice in construction. It builds on the Minimum Expectations to deliver a building that is either climate-positive or a higher performer in energy, water, emissions reduction, and health-related issues. Some

notable benefits of a Green Star SA-certified building include;

- Improved health and well-being of building occupants - features such as better ventilation and the use of non-toxic materials contribute to a healthier indoor environment.
- Occupant comfort and employee retention - Design elements that address temperature control, lighting, and acoustics improve overall occupant comfort, productivity, and ultimately employee retention.
- Economic Benefits – certified buildings are designed and operated to be energy and water- efficient, leading to lower utility bills, and offering long-term cost savings for owners and tenants.
- Regulatory compliance and advantages – Green Star SA-certified buildings often exceed local regulations and sustainability standards, simplifying compliance with future regulations.
- Reputation and Market Positioning – occupying a 4 Star Green Star SA-rated building helps position an organisation as a leader in sustainability, enhancing the reputation of the owner and tenant.

Occupancy certification

All occupancy certification should be provided within a reasonable period upon completion of all building and/or installation works. Until such time as certificates are provided the landlord will accept full liability for any claims against or damages suffer by the tenant due to the absence of the said certificates and approvals. Certificates proving compliance with the regulations shall be provided before occupation.

1. Bidders must submit the photographic portfolio of the building with high-level space planning indicating that the accommodation needs of SALGA can be accommodated. The focus here is on Hybrid ways of working that promote collaboration and togetherness. It will be required that each proposal of the bid be submitted with a project plan of how the task will be achieved- this will include time frames, work breakdown structure and risks.
2. All Compliance Certificates (Electrical & Plumbing; Fire; Structural and OHS) shall be submitted as part of the proposal. For buildings that are still under construction such information can be projected based on the planned execution in this regard and standards set.

11. EVALUATION CRITERIA

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in five phases as stated below:

Phase 1	Pre-Compliance check on Mandatory requirements
Phase 2	Bid Mandatory Criteria in Table 1
Phase 3	Technical Functionality in Table 2
Phase 4	Site-Visit (for under-construction or pre-build buildings such visits will comprise the meeting to take SALGA through detailed plans, renders and models)
Phase 5	Price, BBBEE and Specific goals points

PHASE 1: PRE COMPLIANCE MANDATORY REQUIREMENTS FOR THE BIDDER

- a. The prospective bidder must be registered on Central Supplier Database (CSD) before submitting bids.
- b. Fully Completed and signed SBD forms (SBD1, SBD 3.1, SBD 4, SBD 6.1)

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

PHASE 2 : MANDATORY REQUIREMENT

The bidder/s is/are required to indicate with a “Yes” or “No” for the proposed building if it fully complies with the criteria below or not. During the evaluation process, the Bid Evaluation Committee will also verify the bidders’ information. The premises/building on offer must comply with (1) Green Building (2) Building type (3) Building Security. Non-compliance to (1), (2) and (3) will automatically disqualify the bid and will not be evaluated/shortlisted for Phase 3 which is Technical Functionality. In cases where a building does not comply with a particular criterion, the bidder must indicate under comments or a separate sheet the reasons the specific building is not complying to that.

TABLE 1: MANDATORY CRITERIA	YES	NO	SECTION IN SUBMISSION
1 Green Building The building should evidence compliance with green building regulations and that the bidder has obtained OR is in the process of obtaining at least a 4-star green building rating as prescribed by the GBCSA. Evidence required: 1. Green star certificate, OR 2. Endorsement by an Accredited professional overseeing the project for 4-star green building rating (experience in previous GBCSA certified building projects)			
2 Building Type Grading of the building, preferably Grade A or better. Evidence required: Please send supporting evidence i.e. verified building grading or engineering report from the appointed Architect for the building grade.			
3 Building Security The building must have security measures in place, like access control, CCTV and / or armed response, security guards to ensure 24/7 security. Evidence required: Letter / contract showcasing proof of building security measures			

*** Refer clearly to the above Mandatory requirements in your submission document sections.**

PHASE 3: TECHNICAL FUNCTIONALITY

NB: Technical functionality will be done only on bidders that comply with the mandatory criteria.

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information given to enable evaluation	0

SCALE LEVEL DESCRIPTIONS	RATING
Very poor response based on expected standard	1
Poor response based on expected standard	2
Average response based on expected standard	3
Good response based on expected standard	4
Excellent response based on expected standard	5

CRITERIA FOR FUNCTIONALITY	POINTS BREAKDOWN	WEIGHT
The Grading of the building Grading of the building, preferably Grade A or better.	<u>Points allocation:</u> • 5 points –Grade P • 3 points – Grade A • 0 points – Grade B and below *Please send supporting evidence i.e. grading certificate or engineering report from the appointed Architect/Agencies for the building grade.	15
Accommodation Size Approximately 3000m ² - 3200 m ² lettable space.	<u>Points allocation:</u> • 5 points – 3000m² - 3200m² lettable space • 3 points – 1500m²- 2999m² lettable space • 1 point – 1100 m² -1499m² • 0 point - non-submission of requested information or building on offer less than 1100 m² or above the required 3200m²	20

Healthy indoor environment The building should actively address health-and wellbeing related issues - must include design elements that address and support improvement in overall occupant comfort, productivity, and ultimately employee retention.	<u>Points allocation:</u> • 5 points – Thermal comfort, indoor air quality, natural light, acoustic performance, double glazing. • 4 points – 4 of above • 3 points – 3 of above • 2 points – 2 of above • 0 points – none of above Evidence required: *Green star strategy i.r.o. Indoor Environmental Quality (IEQ) category, OR *Plans and models of the newly-constructed building that align with the Indoor Environmental Quality (IEQ) category	20
--	--	------------------

Back-Up power Provide 24/7 on standby back-up power to building.	• 5 points – combination renewable / solar and generator back-up • 3 points – generator back-up only • 0 point - no back up	5
Required Parking Provide secure, on premises / precinct parking available per Metro by-laws underground, or in a shaded area. If not at premises, overflow parking must be within a few meters of the office building. Parking breakdown • 120 for staff members, • 50 for visitors • two fully demarcated disabled parking bays, access to overflow.	<u>Points allocation:</u> • 5 points – 172 secure parking bays • 4 points – 90% of above • 3 points – 70% of above • 2 points – 50% of above • 0 points – 40% and below	5
Availability of Building The building must be ready for occupation within (14) months of the closing date of the bid and occupancy expected date 1 April 2026.	<u>Points allocation:</u> • 5 points– Building available in (10) months. • 4 points– Building available in (12) months. • 3 points– Building available in (14) months. • 2 points - Building available in (16) months. • 1 point– Building available (18) months and later.	5
Shared Facilities The Precinct and or / building should provide access to shared facilities for larger meetings and conferences.	<u>Points allocation:</u> • 5 points– Conferencing facilities, visiting accommodation, shared large boardroom facilities, restaurant facilities. • 4 points – 3 of above • 3 points – 2 of above • 2 points – 1 of above • 0 points – none of above	15

Location and accessibility of the building The office accommodation should ideally be within proximity to the current office that SALGA rents in Menlyn Pretoria, with access to major public route networks and transport. Provide street address for GPS verification purposes.	Points allocation: • 5 points – 1- 7 kilometres from current SALGA offices • 4 points - 10 – 14 kilometres • 3 points 11km - 15 kilometres • 2 points 16km - 20 kilometres • 1 point beyond 20 kilometres	15
--	--	----

Total for functionality		100
Minimum Threshold		70

***Bidders who score 70 (average) points and above will be considered in phase 4 of the evaluation (Site Inspection).**

PHASE 4 : SITE INSPECTION

NB: Site inspections will be done only on buildings that comply with the minimum technical functionality threshold of 70 (average).

The evaluation of the site inspection will be based on the table below. Yes/No will be verified in all criteria. The value scored for each criterion will be added with the specified weighting (Yes/No) for the relevant criterion to obtain a maximum of 5 YES or more for each criterion. The minimum threshold for the site visit is 5 Yes or more. The buildings / bidders must score the minimum of 5 yes to be evaluated further for Phase 5: Price and BBBEE.

Table 3: Site Inspection Evaluation criteria				
NO.	Description	YES	NO	Comments
1.	Grade A building or better			
2.	Building / precinct / 3D or 4D model and detailed Plan with artistic impressions (In a			

3.	OHS Compliant: - Wheelchair friendly - Adequate Firefighting equipment in place - Available emergency exit route with adequate signage leading to a marked emergency exit point in case of emergency. - Sufficient entrances and exits to and from the building as per building regulations. - Existing fire detection and/or prevention service - Panic buttons in disability bathrooms (*)
4.	172 secure parking - (120 secure parking bays available for staff members, 50 for visitors and at least two fully demarcated disabled parking bays, access to overflow)
5.	Adequate office space as per the scope of work (Approximately 3000m ² - 3200 m ² lettable space.)
6.	Security (guards, biometrics, access control and CCTV system)
7	Functional Lift(s)
8.	Amenities
A minimum of 5 YES (with criteria 2,3,4 ,5 and 6 being non-negotiable) areas specified above are required to meet the threshold for Phase 5 (Price evaluation).	

PHASE 5: PRICE, BBBEE & SPECIFIC GOALS

The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 6(2) and 6(3) of the Specific Goals, 2022, preference points must be awarded to a bidder for attaining the Specific Goals accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Table 4: Pricing Schedule

Bidders are required to submit details of the rental to be charged for the first twelve (12) months of the contract period, indicate the annual escalation factor over a period of five (5) years. All prices must be VAT inclusive.

Item	No of Units	Unit	Price per unit	Price (Monthly)
Rentable area	3000 - 3200	m ²	VAT Excl.	VAT Incl.
Parking	172	bays	VAT Excl.	VAT Incl.
Tenant Installation	Once-off		VAT Excl.	VAT Incl.
Operational Costs			VAT Excl.	VAT Incl.
Deposit costs	Once off			
Total (VAT excl.) (monthly in year 1)				VAT Excl.
Total (VAT incl.) (monthly in year 1)				VAT Incl.

ITEM	RENT/MONTH (Including VAT)	TOTAL ANNUAL RENT (including VAT)
GROSS RENT (annual year 1)	R	R
Year 2 escalation	R	R
Year 3 escalation	R	R

Year 4 escalation	R	R
Year 5 escalation	R	R
OTHER COSTS (specify)	(Not included on a gross rental)	
TOTAL (VAT Incl.) (Over five years)		R

*Additional areas, parking, levies etc. (please specify)

ESCALATION FACTOR

Escalation factor over a five (5) year period-----% per year.

TENANT ALLOWANCE

Tenant allowance R _____.

Notes: This amount should be sufficient to cover possible changes to offices and other additional SALGA requirements. (Terms and conditions of the tenant allowance must be addressed in the written proposal)

12. SPECIAL CONDITIONS

The following should be noted by interested parties:

1. SALGA may at its discretion vary this instruction to include more scope/work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
2. All copyright and intellectual property rights that may result because of the work to

be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.

3. SALGA may dictate the framework in which documents (policies, plans, reports, etc.) shall be submitted; however, the service provider should be able to submit a proposal on the layout of his/her choice for consideration by SALGA.
4. SALGAs (general conditions of the bid, contract, and order) shall apply to this bid. The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- 12.5. SALGA reserves the right not to award the bid to any bidder at its discretion.
6. SALGA reserves the right to select solely on the information received in the bids or to negotiate further with one or more bidder/s. SALGA will visit the buildings of the prospective bidders that meet the minimum requirements.
7. To contact any bidder during the evaluation period, to clarify information only, without informing any other bidder.
8. The bidder accepts that SALGA will have a right to contract with any other service provider for the provision of services not covered by this specification.
9. Government procedures will be followed in appointing the prospective bidder.
10. In line with the Legislative Framework, SALGA is not obliged to continue, renew, or extend any existing contracts of the bidder, unless it deems otherwise.)
13. SALGA will not award the bid to any prospective bidder who has not registered with the Central Database Supplier as regulated by the National Treasury Department.
14. The preferred bidder is expected to ensure that the building is insured and proof of such should be provided to SALGA upon request.

CONDITIONS OF BID

13. (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

1. The requirement for the content of the project proposal section below outlines the information that must be included in bid offers. Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.
2. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.

3. SALGA may at its discretion vary an instruction to include more work.
4. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposals.
5. If any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
6. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
7. Bidders shall not make available or disclose details about their project proposal with anyone not specifically involved unless authorised to do so by SALGA.
8. Bidders shall not issue any press release, social media, or another public announcement about the details of their project without the prior written approval of SALGA.
9. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where a such potential conflict of interest may arise.
10. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
11. Disputes that may arise between SALGA and a bidder must be settled through mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
12. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
13. SALGA will not be liable for costs incurred during the site visits (if applicable) or any other cost related to the submission of the bid.
14. The service provider may not cede or assign any part of its agreement with SALGA nor subcontract any part of the work assigned to them without the prior written authorisation of SALGA.
15. Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
16. Materials and products may not be made available to any unauthorised person or institution or sold for profit without prior writing from SALGA.
17. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written

approval from SALGA.

14. INSTRUCTIONS TO THE BIDDER

14.1. General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's request for the Provision of Office Accommodation for its National Office, in Pretoria. The information contained herein provides a format to facilitate the bidder's response format must be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e., a per-unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to SALGA.

14.2. Where Consortia / Joint Ventures / Sub-contractors are involved; each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

14.3. Questions During the Proposal Process

There will not be a briefing session for this bid. Bidders are encouraged to send their enquiries before the closing date to the email address below.

scm@salga.org.za.

Questions will only be taken up to four working days before the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions, or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered valid or official.

No further addenda will be issued by SALGA after 12:00 noon, four business days before RFP closing without providing an extension of time.

14.4. Submission of Proposal

NB: The bid proposal in a sealed opaque envelope shall contain one original hard copy document, clearly marked "original", and four (4) hard copies, clearly marked "Copy" (i.e., three documents to be included in each sealed opaque envelope and a USB flash drive or memory stick with the true copy of the hard copy, and marked: SALGA/15/2024 THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUESTS PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION FOR ITS NATIONAL OFFICE PRETORIA GAUTENG FOR A PERIOD OF FIVE (5) YEARS."

Note : if it is discovered by SALGA that the USB drive (mentioned above) is not a replica of the hard copies submitted, the bidder will be automatically disqualified.

Note: The bids are to be delivered to the following address:

Physical address:

South African Local Government Association (SALGA)

Menlyn Corporate Park

Ground Floor

Block B; 175 Corobay Avenue

corner Garsfontein & Corobay Avenue

Waterkloof Glen ext. 11

PRETORIA

0181

Attention: Ms Nokwanda Msomi

SCM Officer: Acquisition

Proposals will be deposited into the tender box situated on the Ground floor, during regular business hours only, up to. Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point. Fax transmissions or any other electronic communications are not acceptable.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals received past the time stated above will not be considered and will be returned to the bidder.

Proposals will be opened in public.

All proposals will remain in force and will be irrevocable for a hundred and twenty days/120 after the proposed closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

14.5.Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

14.6.Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

the winning bidder fails to perform per the specified service requirements as set out in the RFP.

the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

14.7.Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

14.8.Important Dates

- 28 February 2025, last date/opportunity for questions or to request clarity via email; and
- 06 March 2025 - Bid closing date due at 11:00 am.

15.FORMS

15.1.Standard Bidding Forms

a. Invitation to Bid

Form SBD 1 - Bidders must complete this document in full.

b. Pricing Schedule

Form SBD 3.1 - Bidders must complete this document in full.

c. Bidders Disclosure

Form SBD 4 - Bidders must complete this document in full.

d. Preference Points Claim form.

Form SBD 6.1 - Bidders must complete this document in full.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SALGA/15/2024	CLOSING DATE:	06 March 2025	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUESTS PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION FOR ITS NATIONAL OFFICE PRETORIA GAUTENG FOR A PERIOD OF FIVE (5) YEARS.				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[AN UPDATED CSD REPORT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR SPECIFIC GOALS AT PPPFA EVALUATION]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: QUOTATION NO.: SALGA/15/2024

CLOSING TIME 11:00 ON 06 March 2025

OFFER TO BE VALID FOR ...120...DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
------------	-------------	--

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

TOTAL: R.....

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract?
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-
-
-

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Nokwanda Msomi
Tel: (012) 369-8000
scm@salga.org.za

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel: (012) 369-8000
Ms. Pamela Ncube
scm@salga.org.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

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. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	
100% Black Women owned	3	
100 % Youth	3	

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:

.....

.....

.....