



JOINT TERMS OF REFERENCE (TOR)

For

**South African Human Rights
Commission**

And

Information Regulator (South Africa)

Office Space Lease



1. Purpose

The invitation to bid is intended to obtain leased office premises for the South African Human Rights Commission's (Commission) Head Office and Gauteng Province as well as the Information Regulator (Regulator) South Africa office in the city of Johannesburg

2. Background

The South African Human Rights Commission (Commission) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

The Information Regulator South Africa (Regulator) is an independent body established in terms of section 39 of the Protection of Personal information Act 4 of 2013. It is subject to the law and the Constitution and it is accountable to the National assembly.

The Information Regulator (Regulator) is currently sub-leasing office accommodation from the South African Human Rights Commission (SAHRC). The current lease agreement expires on 31 March 2021. The Regulator has obtained permission from the National Treasury to participate in a joint process to procure office accommodation.

Both the Commission and Regulator require office space for their offices in Johannesburg. Each organisation will have a 5 years lease, starting from 1 April 2021 until 31 March 2026 with an exit clause at the end of three years. The office premises should be close to public transport in the CBD or within a 2 km radius of the CBD.

The building should be accessible for people with disabilities, children and older persons. It should also take into account security concerns as both the Commission and the Regulator host engagements with high profile international and national stakeholders.

The building should also include parking for executives, high profile international and national stakeholders and staff.

3. The Commission's office building specifications

90% of the offices should be open plan while 10% will be made of offices for Chairperson and CEO, storerooms and meeting rooms and one training center.



3.1 Executive Section

This area is dedicated to the CEO, Chairperson, Commissioners and Senior Managers

Description	Size in m ²	Qty	Total size in m ²
Chairperson	30	1	30
Open plan office for Manager in Chair's office Chairperson's PA Research Associate	30	1	30
Chairperson storeroom	8	1	8
CEO	30	1	30
Open plan for CEO's PA and Manager in CEO's office	20	1	20
CEO storeroom	8	1	8
Open Plan for other Commissioners	60	1	60
Open plan office for Commissioners' Admin Assistant Personal assistants Research Associates	40	1	40
Commissioners storeroom	10	1	10
Open plan for Senior Managers	60	1	60



Open Plan office for Senior Manager's Admin Assistants/Secretaries	60	1	60
Storeroom	20	1	20
Commissioners Meeting room	50	1	50
Senior Manger Meeting room	60	1	60

3.2 Programmes under COO

Description	Size in m ²	Qty	Total size in m ²
Research and Documentation Unit			
Open plan office for 8 Research staff	48	1	48
Library	80	1	80
Legal Service Unit			
Consultation room	8	1	8
Open plan office for 7 legal staff	42	1	42
Storeroom	20	1	20
Internal Audit			
Open plan office for 4 IA staff	16	1	16
Store room	20	1	20
Advo-comm			
Open plan office for 8 Advocom staff	48	1	48
Storeroom	20	1	20



3.3 CSD under CFO

Description	Size in m ²	Qty	Total size in m ²
Corporate Services			
HR Unit			
Open plan office for 7 HR staff	42	1	42
HR consultation	8	1	8
HR store room	30	1	30
Finance Unit			
Open plan office for 5 Finance staff	30	1	30
Finance storeroom	20	1	20
ICT Unit			
Open plan office for 5 IT staff	30	1	30
Server Room	40	1	40
UPS Room	20	1	20
IT Store room	35	1	35
ASCM			
Open plan office for 14 ASCM staff	80	1	80
Assets store room	30	1	30
Inventory Store room	15	1	15
Registry	30	1	30
Records Store room	30	1	30
Archive room	60	1	60
CCTV monitoring room	20	1	20



3.4 Gauteng Province

Description	Size in m ²	Qty	Total size in m ²
Provincial Manager	16	1	16
Open plan office for 6 GP staff	36	1	36
Legal officer	8	4	32
Reception Area	30	1	30
Boardroom	40	1	40
Consultation Room	8	3	24
Children room	30	1	30
Kitchenette	15	1	15
General Storeroom	30	1	30
Filing Room	40	1	40

3.5 Other facilities

Description	Size in m ²	Qty	Total size in m ²
Interview/meeting room	40	2	80
Training Centre	80	1	80
Canteen	100	1	100
Canteen store room	20	1	20
Children after care	40	1	40
Kitchenette	15	4	60
Reflection room	30	1	30
Sick room	30	1	30
Union office	25	1	25



3.6 Additional Requirement

The actual office space should be 2000m². The air conditioners in the open plan offices should have a function to control temperature for each section of the office.

Fire safety certificate should be submitted.

- a) The building must be Grade A building
- b) It must comply with the OHS Act
- c) Office premises must be wheelchair accessible
- d) Premises must have back-up generator or solar system with batteries
- e) Motion detector lights
- f) Premises must have separate male and female toilets and at least 5 disability toilets
- g) Interns Open Plan Space should accommodate 12 interns
- h) Server Room should have concrete wall, false floor and aircon and hot air ducts.
- i) IT Store room should have concrete wall
- j) Records Strong room should have heavy strong door.
- k) Assets store room should have concrete wall
- l) Sick room should have washing basin or be closer to bathroom
- m) 100 parking bays of which 50 is secured under cover. 50% should be in the premise and 50% can be within short walking distance.

4. The Regulator's office building specifications

The Regulator requires an appropriate office accommodation that is location accessible to public and private bodies and where the environment is conducive for its employees to discharge their responsibilities.

The Regulator is still at the establishment phase and identified number of position to be filled over a number of years and in different phases. Therefore the proposed office space is **1600** square meters is required to for the next three (3) to five (5) years to accommodate the projected number of staff to be recruited. The offices of the Regulator should be separate from the Commissioners offices. It should



probably be on another floor or another section of the building, however the canteen can be centralised to be shared by two (2) institution.

4.1 Member Section

The Regulator will need five (5) closed offices for the Chairperson and Members of the Regulator and three (3) offices for their Personal Assistants. This section of the Regulator's offices should have separate entrance from the rest of other offices. There must be a secure and easy access to Members and their staff.

Description	Size in m ²	Quantity	Total in m ²
Chairperson closed office	25	1	25
Chairperson meeting room	25	1	25
Chairperson's PA in closed office	15	1	15
Members in closed offices	25	4	100
PA's for Members in closed offices	10	4	40
Members' Boardroom	50	1	50
Storeroom	20	1	20
Printing room	10	1	10
Kitchenette for members	15	1	15
Ablution Facility for members and Executives	15	1	15
Total			315

4.2 Executive Offices

Description	Size in m ²	Quantity	Total in m ²
CEO in closed office	25	1	25
CEOs PA in closed office	15	1	15



Executives in closed office	20	6	120
Open plan for 6 PAs to Executives	60	1	60
Internal Audit unit staff in closed offices	25	1	25
Strategic Support and Secretariat staff in Closed office	25	1	25
Main Boardroom	80	1	80
Kitchenette	15	1	15
Total			365

4.3 CORPORATE SERVICES

4.3.1 Human Resource Management

Description	Size in m ²	Quantity	Total in m ²
HR Staff in Open office	60	1	60
Total			60

4.3.2 Facilities Management

Description	Size in m ²	Quantity	Total in m ²
Facilities Management Staff in open plan	50	1	50
Registry / Filling room	40	1	40
Reception and waiting area	35	1	35
Store room for cleaning equipment	10	1	10
Total			135



4.3.3 Sector Training

Description	Size in m ²	Quantity	Total in m ²
All Three (3) staff in Open plan	20	1	20
Total			20

4.3.4 Information and Communication Technology

Description	Size in m ²	Quantity	Total in m ²
Chief Information Officer in closed office	20	1	20
All four (4) staff (including Secretary) in open plan office	30	1	30
Total			50

4.4 Financial Management

4.4.1 Financial and Management Accounting

Description	Size in m ²	Quantity	Total in m ²
All the four (4) Staff in open plan	30	1	30
Total			30

4.4.2 Supply Chain Management

Description	Size in m ²	Quantity	Total in m ²
All other three (3) officers in open plan	30	1	30
Total			30



4.5 LEGAL, POLICY, RESEARCH AND INFORMATION TECHNOLOGY ANALYSIS

4.5.1 Legal services and Litigation

Description	Size in m ²	Quantity	Total in m ²
All four (4) Staff members in open plan	30	1	30
Total			30

4.5.2 Policy and Research

Description	Size in m ²	Quantity	Total in m ²
All other Staff members in open plan	30	1	30
Total			30

4.5.3 Information technology Analysis

Description	Size in m ²	Quantity	Total in m ²
All other Three (3) staff in open plan	20	1	20
Total			20



4.6 PROMOTION OF PERSONAL INFORMATION

4.6.1 Complaints and Investigation

Description	Size in m ²	Quantity	Size in m ²
All eleven (11) staff members	70	1	70
Total			70

4.6.2 Compliance and Monitoring

Description	Size in m ²	Quantity	Size in m ²
All Fifteen (15) staff members	70	1	70
Total			70

4.7 PROMOTION OF ACCESS TO INFORMATION

4.7.1 Complaints and Investigation

Description	Size in m ²	Quantity	Size in m ²
All twelve (12) staff members	70	1	70
Total			70



4.7.2 Compliance and Monitoring

Description	Size in m ²	Quantity	Size in m ²
All Fourteen (14) staff members	70	1	70
Total			70

4.8 EDUCATION AND COMMUNICATION

4.8.1 Public Education, Awareness and Stakeholder Management

Description	Size in m ²	Quantity	Size in m ²
All five (5) staff members in open plan	40	1	40
Total			40

4.8.2 Communication and Media Relations

Description	Size in m ²	Quantity	Size in m ²
All two (2) staff in open plan	30	1	30
Total			



4.9 OTHER FACILITIES

Description	Size in m ²	Quantity	Size in m ²
Toilets to cater for people with disabilities and transgender people	5	2	10
Normal Toilets for males	5	4	20
Normal Toilets for Females	5	4	20
Printing room	10	1	10
Canteen can be shared with the SAHRC			
Sick room/sick bay	10	1	10
Consulting room	10	2	20
Air - conditioned and Lockable Server Room	15	1	15
Storage room for inventory and assets	40	1	40
Children Room	10	1	10
Total			165
GRAND TOTAL			1600



4.10 ADDITIONAL REQUIREMENTS FOR THE REGULATOR

- a) The air conditioner in open plan offices should have a function to control temperature for each section of the offices. Fire safety certificate should be submitted.
- b) 100 Parking Bays of which 50 should be undercover .parking
- c) One (1) Security Control area.
- d) Two (2) points of entry and exit
- e) Motion detector lights

5. Deliverables

Building or office promises that meet stated specifications and requirement must be ready for occupation by 1 April 2021

6. Duration of Contract

The Commission and the Regulator will each enter into an individual contract with the winning bidder. Both Contracts shall commence on the 1 April 2021 and end on 31 March 2026 with an exit clause at the end of three years

7. Fee Structure

Payment Amount	Schedule	Deliverable
Quoted amount	Monthly	

Payment method would be via electronic transfer to supplier's bank account per submitted invoices.



8. Evaluation

The evaluation will be conducted on three stages, evaluation of submission of all required tender documents, functionality evaluation of submitted proposals and evaluation of prices of bids that scored 80% and more on functionality

Both Evaluation and Adjudication Committees will view the premises during the evaluation and adjudication processes. Only submissions that scored over 80% on functionality will be further evaluated on price quoted.

9. Evaluation Criteria for Functionality

Weighted evaluation will apply as follows:

0 = not submitted, 1 = poor, 2 = below average, 3 = average, 4 = above average, and 5 = excellent

Criteria		Weighted points	Score points
Industrial Experience		20	
Minimum of 3 written testimonials from other tenants	10		
Leasing experience, 5 years or more	10		
Accessibility		20	
Closer or within CBD	20		
Closer to public transport	10		
Green Environment		10	
Energy savings and natural lighting	10		
Catering for needs of People with disability		20	
Office Plans that meet requirements without too much alterations		30	
Total points for functionality		100	

10. Price Evaluation Criteria

- Only proposals that scored over 80% on functionality will be evaluated
- The proposal will be evaluated based on 90/10 preferential point system.
- Prices for the Commission and Regulator should be quoted separately but evaluation will be done on the total amount
- Both Evaluation and Adjudication Committees to view the premises



11. Required Documents

The following documents are required as part of proposal submission:

1. Proposal
2. Company profile
3. Proposal
4. Proposed office plans
5. Reference letters
6. Valid original Tax Clearance Certificate or Pin
7. BBBEE Status Level Verification Certificate
8. All SBD forms

Failure to submit any of the required documents will result in disqualification of the bid

12. Timeframes

Proposal must be submitted by 06 November 2020 at 11:00. Late proposals will not be considered

13. All proposal must be hand delivered to:

South African Human Rights Commission
33 Hoofd Street, Forum 3, Braampark, Braamfontein

14. All enquiries must be addressed to:

Email: tdlamini@sahrc.org.za or rdiane@sahrc.org.za

Should you need more information, please do not hesitate to contact Mr. Kenneth Seretse at (011) 377 3615 or email: kseretse@sahrc.org.za

Approved by:

Handwritten signature of Adv. Tseliso Thipanyane in black ink.

Adv. Tseliso Thipanyane
Chief Executive Officer (SAHRC)
Date: 22/09/2020

Handwritten signature of Mr. Marks Thibela in black ink.

Mr. Marks Thibela
Chief Executive Officer (IR)
Date: 29/09/2020