



# Eastern Cape Provincial Arts and Culture Council (ECPACC)

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**BID NUMBER: ECPACC/054/2025**

**CLOSING DATE: 10 December 2025**

**VALIDITY: 90 DAYS**

**CLOSING TIME: 11h00**

## **RENTAL OF OFFICE SPACE IN EAST LONDON**

**NAME OF BIDDER:** \_\_\_\_\_

(Company/Closed Corporation)

***USE BLACK INK ONLY TO COMPLETE THIS DOCUMENT***

## **SCHEDULE OF TENDER DOCUMENTS**

1. Notice to tenderers
2. Section A (Mandatory documents)
3. Communication and Contact Persons
4. Details of bidding Enterprise
5. Scope of work
6. Functionality
7. Price and specific goals
8. Schedule of prices
9. Supplier Declaration forms SBD 4, SBD 6.1, SBD 8 & SBD 9 **(to be found of website)**

# 1. NOTICE TO TENDERERS

- 1.1. Eastern Cape Provincial Arts and Culture Council hereby invites suitably qualified and competent service providers to submit bids to tender for the Rental of Office Space in East London.
- 1.2. During the tender evaluation, the mandatory requirements will be evaluated first, followed by functionality and its only bidders who scored and met the minimum required score for functionality that will be evaluated further to price and Specific Goals stage and following that Bidders will be evaluated on Site Inspection.
- 1.3. Bid documents can be obtained from the entity's website [www.ecpacc.co.za](http://www.ecpacc.co.za)
- 1.4. **ALL COMPLETED BID DOCUMENTS AS PER THE ABOVE REQUIREMENTS, ACCOMPANIED BY ALL MANDATORY/ AND OTHER REQUIREMENTS AS SET OUT HEREIN MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:**

Eastern Cape Provincial Arts and Culture Council,  
16 Commissioner Street, Old Elco Building  
2<sup>nd</sup> floor,  
**East London**

- 1.5. **Bidders should ensure that bids are delivered and deposited into the Tender Box on time on or before 10 December 2025 @ 11h00. When sent by courier services, it must be deposited to the correct tender box and the Bid documents received anywhere else will not be accepted and thus treated as late submissions which will not be considered. Bids sent by courier services must be deposited in the tender box, if not, they will not be considered.**
- 1.6. **The evaluation of this bid will be done in four stages of evaluation as follows:**
  - (1) Responsiveness Assessment,**
  - (2) Functionality,**
  - (3) Price & Specific Goals (80/20 principle)**
  - (4) Site Inspection**
- 1.7. **NB: ECPACC is NOT obliged to accept the lowest price. ECPACC also reserves the right not to appoint a service provider in respect of this bid, where it deems necessary to do so.**

**2. THE FOLLOWING ESSENTIAL PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS:.....

.....

STREET ADDRESS:.....

.....

VAT REGISTRATION NO:.....

NAME OF CONTACT PERSON:.....

TELEPHONE NUMBER: CODE ..... NUMBER.....

CELLPHONE NUMBER:.....

FACSIMILE NUMBER.....

E-MAIL: .....

**NAME OF PERSON AUTHORIZED TO SIGN THE BID DOCUMENTS:**

.....

**TELEPHONE NUMBER: CODE .....NUMBER: .....**

**CELLPHONE NUMBER: .....**

## 2.1. DOCUMENTS TO BE FORWARDED WITH THIS BID

The documents, as indicated below, **must be attached to the final Bid Document**. These documents form part of the Mandatory stage of this bid. Documents requested for this stage are essential as non-compliance to the request to attach them will render your bid unacceptable and not fit for consideration.

## 2.2. QUALIFICATION/MANDATORY DOCUMENTATION:

- Prospective bidders are required to provide proof of registration with the Central Supplier Database (CSD report not older than one month as at date of submission) with overall valid tax compliant status.
- Fully Completed and signed Standard Bidding Documents attached to the Bid (SBD 4, SBD 6.1, SBD 8 & SBD 9
- Proof that the property is an A Grade Office Accommodation as per South African Property Owners Association (SAPOA) specification with air conditioning.
- A Valid Health and Safety certificate for the building / premises
- A Valid Occupancy Certificate / Title Deed

CONTACT PERSON \_\_\_\_\_

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

CAPACITY: \_\_\_\_\_

PLACE: \_\_\_\_\_

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

**3. ANY ENQUIRIES REGARDING THE BIDDING DOCUMENTATION AND  
PROCEDURE MAY BE DIRECTED TO:**

|                 |                                                                |
|-----------------|----------------------------------------------------------------|
| Department:     | Supply Chain Management                                        |
| Contact Person: | Ms Bongeka Mhlaba (Supply Chain Officer)                       |
| Tel:            | 043 743 6187                                                   |
| Cell No.        | 079 736 7880                                                   |
| Email:          | <a href="mailto:bmhlaba@ecpacc.co.za">bmhlaba@ecpacc.co.za</a> |

#### 4. DETAIL OF BIDDING ENTERPRISE

*Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.  
(N/A to be stated if not applicable).*

| Requirement                           |                                |  |  |  |  |  |  |  |  | Response  |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|---------------------------------------|--------------------------------|--|--|--|--|--|--|--|--|-----------|--|--|--|--|--|--|--|------|--|----------------|--|--|--|--|--|--|--|--|--|
| Registered name of company/enterprise |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
| CIPRO Registration number             |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
| VAT registration number               |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
| NHBRC registration number             |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
| Official telephone number             |                                |  |  |  |  |  |  |  |  | (       ) |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
| E-mail Address                        |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
| Physical Address                      |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  | Code |  |                |  |  |  |  |  |  |  |  |  |
|                                       |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
| Official Postal Address               |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|                                       |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|                                       |                                |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  | Code |  |                |  |  |  |  |  |  |  |  |  |
| Director / Member<br>(1)              | Full Names and Surname         |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|                                       | Position in company/enterprise |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|                                       | ID No.                         |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  | Income Tax No. |  |  |  |  |  |  |  |  |  |
| Director / Member<br>(2)              | Full Names and Surname         |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|                                       | Position in company/enterprise |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|                                       | ID No.                         |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  | Income Tax No. |  |  |  |  |  |  |  |  |  |
| Director / Member<br>(3)              | Full Names and Surname         |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |
|                                       | Position in company/enterprise |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |      |  |                |  |  |  |  |  |  |  |  |  |

|  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------|--|--|--|--|--|--|--|--|--|--|--|
|  | ID<br>No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Income<br>Tax No. |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------|--|--|--|--|--|--|--|--|--|--|--|

## 5. SCOPE OF WORK

The Office Building must be ready for immediate occupation and be compliant with ECPACC'S specification. Compliance as may be required by law is also essential.

| 3.1 FACILITIES REQUIREMENTS |                                                  |                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | Description                                      | Specifications                                                                                                                                                                                                                        | Services Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1                           | <b>Usable Office Space</b>                       | Maximum requirement: 700m <sup>2</sup><br>Grade A Office                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Access for differently abled people</li> <li>• 1x kitchen</li> <li>• 2x Executive offices with PA offices attached to them</li> <li>• 5x Senior Management office</li> <li>• 8x Open plan space which can make minimum 8 cubicles</li> <li>• 1x Server Room</li> <li>• 1x File Room</li> <li>• 1x Storage Room</li> <li>• Reception area</li> <li>• 3x Restroom 1x for disabled people</li> <li>• 1x Meeting room</li> <li>• 1x Boardroom</li> <li>• Offices must be under one roof</li> </ul> |
| 2                           | <b>Security and Access Control</b>               | <ul style="list-style-type: none"> <li>- CCTV cameras,</li> <li>- Alarm Systems,</li> <li>- Security and Armed Response</li> </ul>                                                                                                    | <ul style="list-style-type: none"> <li>• 24-hour CCTV perimeter surveillance required</li> <li>• Alarm system must be installed.</li> <li>• Tenant security and access control</li> </ul>                                                                                                                                                                                                                                                                                                                                               |
| 3                           | <b>Building &amp; Amenities</b>                  | <ul style="list-style-type: none"> <li>- Postal Services</li> <li>- Easy Access to all forms of transport</li> <li>- OHS Compliance</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>• Offices must be under one roof</li> <li>• Fully serviced air conditioning services</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4                           | <b>Parking bays</b>                              | <b>Minimum Requirements</b> <ul style="list-style-type: none"> <li>- 1 disable parking</li> <li>- 12 parking bays for staff</li> </ul>                                                                                                | <ul style="list-style-type: none"> <li>• Secured Parking must be under one roof or in a close proximity to the office</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5                           | <b>Maintenance and Building Support Services</b> | <ul style="list-style-type: none"> <li>- The landlord shall be responsible for providing good maintenance of building and</li> <li>- Provide electricity and water which will be billed separately from the rental amount.</li> </ul> | 3 years contract agreement (36 months)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6                           | <b>Connectivity (internet)</b>                   | The area of the building must have good network coverage                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## 6. FUNCTIONALITY EVALUATION (STAGE 2)

An assessment of functionality will be based on the evaluation criteria detailed in the table below. Each evaluation criterion in the table will carry a weight as indicated and the bidder will be required to score a **minimum of 70%** in order to qualify to proceed to Stage 3 of evaluation process.

### TERMS OF REFERENCE: OFFICE RENTAL SPACE REF NO. ECPACC/054/2025

|    | Criteria                                                                                                                                                                                                                                                                                                                                           | Scoring                                                                                                                                                                                                                                                                                                                                                                              | Maximum allocated points |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. | <b>Property Information and Description:</b><br><br>The property clearly details all aspects with regards to the building including: <ul style="list-style-type: none"> <li>• Property Description</li> <li>• Physical address,</li> <li>• Property size,</li> <li>• Building layout.</li> <li>• Amenities</li> <li>• Property Pictures</li> </ul> | <ul style="list-style-type: none"> <li>- Proposal includes all required details and meets ECPACC's requirements. = <b>15 points</b></li> <li>- Proposal partially meets ECPACC's requirements = <b>10 points (maximum)</b></li> <li>- No Property and Description information provided = <b>0 points</b></li> </ul>                                                                  | <b>15</b>                |
| 2. | <b>Accessibility to Public Transport</b>                                                                                                                                                                                                                                                                                                           | The property is: <ul style="list-style-type: none"> <li>- Within 1km of public transport access point = <b>10 points</b></li> <li>- Between 1km - 2km of public transport access point = <b>6 points</b></li> <li>- Between 3km - 4km of public transport access point = <b>4 points</b></li> <li>- Outside 4km of public transport access point public = <b>0 points</b></li> </ul> | <b>10</b>                |
| 3. | <b>Health and Safety</b>                                                                                                                                                                                                                                                                                                                           | Submission of: <ul style="list-style-type: none"> <li>-A Valid Health and Safety certificate for the building /premises = <b>10 points</b></li> <li>-A Valid Occupancy Certificate / Title Deed = <b>10 points</b></li> <li>-No Valid documentation = <b>0 points</b></li> </ul>                                                                                                     | <b>20</b>                |
| 4. | <b>Security</b><br><br>As a minimum the premises must include adequate security such as fully installed alarm system, physical Access control and CCTV                                                                                                                                                                                             | Availability of: <ul style="list-style-type: none"> <li>- Full Security measures = <b>25 points</b></li> </ul>                                                                                                                                                                                                                                                                       | <b>25</b>                |

|           |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|           | cameras                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>- 2 Security measures = <b>15 points</b></li> <li>- 1 Security measure = <b>10 points</b></li> <li>- No security measures = <b>0 points</b></li> </ul>                                                                                                                                                                                                                                                                                                    |           |
| <b>5.</b> | <b>Maintenance</b><br><br>Proposal should clearly define maintenance plan and methodology, setting out landlords' responsibility around maintenance issues                                                                                            | <ul style="list-style-type: none"> <li>- Proposal fully covers maintenance Plan = <b>15points</b></li> <li>- Proposal Partially covers maintenance matters = <b>10 points (maximum)</b></li> <li>- Proposal lacks maintenance plan= <b>0 points</b></li> </ul>                                                                                                                                                                                                                                   | <b>15</b> |
| <b>6</b>  | <b>Disability Accessibility</b><br><br>The bidder must provide a site disability floor plan. This should provide information regarding the suitability of building for different types of disabilities                                                | Provide Evidence of the following: <ul style="list-style-type: none"> <li>- Ramp Access = <b>2 points</b></li> <li>- Handrails for staircases = <b>2 points</b></li> <li>- Disabled ablution facilities with handrails= <b>2 points</b></li> <li>- Designated disabled parking bay = <b>2 points</b></li> <li>- Doors must be able to cater for wheelchair access (entrance at reception passageways and toilets) = <b>2 points</b></li> <li>- No evidence provided = <b>0 points</b></li> </ul> | <b>10</b> |
| <b>7</b>  | <b>Internet Connectivity</b><br><br>The building must have access to reliable high-speed internet connection, preferably fibre. The bidder must provide proof that the premises have fibre or strong network coverage suitable for office operations. | Provide Evidence of the following: <ul style="list-style-type: none"> <li>- Confirmation letter or quotation from a recognised Internet Service Provider (ISP) such as Telkom, Vodacom, MTN, or any other fibre network operator (e.g., Vuma Tel, Openserve, Frogfoot) confirming fibre or high-speed internet availability at the property address. = <b>5 points</b></li> <li>- Partial or indirect proof of internet coverage (e.g., coverage map, LTE</li> </ul>                             | <b>5</b>  |

|                        |  |                                                                                                                                 |            |
|------------------------|--|---------------------------------------------------------------------------------------------------------------------------------|------------|
|                        |  | availability) but fibre not confirmed = <b>3 points</b><br><br>- No evidence or unclear proof of connectivity = <b>0 points</b> |            |
| <b>Threshold/Total</b> |  | <b>70</b>                                                                                                                       | <b>100</b> |

**NB: Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 3 (Price and Specific Goals)**

## **7. PRICE AND SPECIFIC GOALS (STAGE 3)**

| <b>Specific Goal</b>                                                                                                                                                          | <b>Points</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Women owned enterprises (51% female owned)<br><br><b>(SUBMIT CERTIFIED PROOF OF COMPANY REGISTRATION DOCUMENTS + CERTIFIED COPIES OF DIRECTORS NOT OLDER THAN SIX MONTHS)</b> | 4             |
| Persons with disabilities<br><br><b>(SUBMIT CENTRAL SUPPLIER DATABASE REPORT)</b>                                                                                             | 2             |
| Promotion of Youth<br><br><b>(SUBMIT CERTIFIED PROOF OF COMPANY REGISTRATION + CERTIFIED ID COPIES OF DIRECTORS NOT OLDER THAN SIX MONTHS)</b>                                | 4             |
| Enterprises located in the Buffalo City Municipality<br><br><b>(SUBMIT LEASE AGREEMENT / PROOF OF OWNERSHIP / TITLE DEED)</b>                                                 | 10            |
| <b>TOTAL</b>                                                                                                                                                                  | <b>20</b>     |

## **8. SITE INSPECTION (STAGE 4)**

Site inspection will be conducted with shortlisted bidders.

## 9. CONFIRMATION OF BID PRICE IN WORDS

**Total Bid Price including VAT (Excluding Escalations):**

R\_\_\_\_\_

**Amount in words:**

.....  
.....  
.....

**N.B. PLEASE NOTE THAT ESCALATIONS WILL BE INCORPORATED ON AN AGREED PERCENTAGE AFTER THE AWARD**

**NAME OF THE BIDDER:**

.....  
.....

**SIGNATURE OF BIDDER:**

.....

**DATE: .....**

***Offer to be valid for 90 days from the closing date of Bid***

**KINDLY COMPLETE AND ATTACH THE  
FOLLOWING SBD FORMS (FOUND ON THE  
WEBSITE)**

**SBD 4**

**SBD 6.1**

**SBD 8**

**SBD 9**