

01 November 2024

**REQUEST FOR
QUOTATIONS FOR OFFICE
REINSTATEMENT**

Purpose

1.1. The RSR seeks to appoint service provider to assist with office reinstatement.

2. Considerations/background

2.1. The lease agreement for the RSR Eastern region office embassy building, located on the 22nd floor at 199 Anton Lembede Street, Durban, 4000, South Africa, is scheduled to expire at the end of November 2024. The Lessor (Landlord) as per the Service Level Agreement, may require the Lessee (the RSR) to reinstate the office on vacating the office. Therefore, the services of reinstating of the office are required for the office before the end of November 2024

3. Scope of work / Specification

Specifications are as follows:

417m2 office space on the 22nd floor, 199 Anton Lembede, Durban. Embassy Building.

1. The general office reinstates include:

- Seal holes on the walls – both dry and brick wall
- Paint all internal walls both the dry and brick walls in colour white.
- To replace 12 Ceiling boards
- To clean and steam the carpet.
- To provide electrical COC
- Services to be **completed by 27th November 2024.**

2. Mandatory site visit -Failure to attend will lead to disqualification

Date: 05 November 2024

Time: 11h00am

Venue: 22nd floor at 199 Anton Lembede Street, Durban, 4000 South Africa

Contact person: Mathiba Nyama(082 681 6364) or Ompha Kutama (072 059 1643)

3.MANDATORY REQUIREMENTS: Failure to submit this may lead to disqualification:

3.1. The service provider must submit three reference letters which are not more than 2 years old. The reference must be on the client's letterhead with a description of similar work done, the period/date/s work done, and client's contact details .

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Evaluation 80/20 Preference Point System

5.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

5.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**

5.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

2	An Exempt Micro Enterprises (EME) or Qualifying Small	5	• Copy of the identity document of the owner(s)
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	Enterprise (QSE) which is at least 51% owned by black women		• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)
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	by person(s) with disabilities		• Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
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5.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

6. Technical Enquiries

6.1. SCM: Ompha Kutama Ompha.kutama@rsr.org.za

6.2. Project Manager: Mathiba Nyama mathiban@rsr.org.za

7. Closing Date and Time for responses to this request for quotation

7.1. The request will be **closed on the 08 November 2024 at 15h00**. Responses may be emailed to ompha.kutama@rsr.org.za