

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CORPORATE OFFICE SPACE PLANNING FOR PSETA

RFP NUMBER: RFP/2021/001139

CLOSING DATE 14 JANUARY 2025

CLOSING TIME: 11:00

Board Members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyatso | Mr PB Moopelwa | Ms L Dladla | Ms N Nzimande
Mr N Mahala | Mr OJ Dingake | Mr N Bodiba | Ms O Sidumane

CEO: Ms B Lerumo

1. Introduction

This document outlines the Terms of Reference (ToR) for the appointment of a Corporate Office Space Planner for the Public Service Sector Education and Training Authority (PSETA). The service provider will assess, design, and plan the reconfiguration of PSETA's office space to improve space utilisation, enhance workflow, and create a modern and functional working environment that aligns with PSETA's operational and strategic goals.

2. Background

PSETA is mandated to facilitate skills development within the public service sector in line with national skills priorities. With growing operational demands and a need to optimise resources, PSETA seeks to redesign its office space to better accommodate staff, enhance collaboration, and support efficient service delivery. The space planning process should ensure the office layout is modern, cost-effective, and conducive to productivity.

3. Objectives

The objectives of this procurement are to:

- Maximise the use of existing office space while catering to PSETA's future growth and evolving needs.
- Enhance the physical work environment to improve employee well-being and collaboration.
- Ensure compliance with health, safety, and accessibility standards.
- Promote sustainability by integrating environmentally friendly design elements where feasible.

4. Scope of Work

The appointed Corporate Office Space Planner will be expected to undertake the following:

4.1. Space Assessment

- Conduct a thorough assessment of PSETA's current office space and its utilisation.
- Identify inefficiencies, bottlenecks, or underutilised areas that can be optimised.

4.2. Stakeholder Engagement

- Engage with crucial PSETA stakeholders, including management, staff, and departments, to understand their space needs, workflow patterns, and future requirements.
- Factor in operational requirements specific to a public sector entity like PSETA.

4.3. Concept Design and Space Planning

- Develop a detailed space plan that improves efficiency, workflow, and employee well-being.
- Design layouts that balance open workspaces, meeting rooms, private offices, and collaborative areas.
- Propose designs that incorporate flexible work arrangements, such as hot-desking, to accommodate staff needs.
- Ensure that the design is aligned with the latest industry trends in corporate office space planning and supports hybrid working models.

4.4. Furniture, Fixtures, and Technology Integration

- Recommend suitable furniture, fixtures, and equipment (FF&E) to complement the redesigned office layout.
- Integrate technology solutions that improve communication and collaboration within the space, such as digital meeting rooms and video conferencing facilities.

4.5. Costing and Phased Implementation Plan

- Provide a detailed budget breakdown for the entire office redesign project.
- Develop a phased implementation plan that minimises disruption to PSETA's operations.

4.6. Health, Safety, and Environmental Compliance

- Ensure that the proposed design complies with local health and safety regulations.
- Incorporate sustainable design principles, including energy efficiency and environmentally friendly materials, where possible.

4.7. Implementation Oversight

- Oversee the implementation of the office redesign, ensuring the plan is executed according to agreed-upon timelines and budgets.
- Provide regular progress reports to PSETA's management during the implementation phase.

5. Deliverables

The following key deliverables are expected from the service provider:

- *Detailed Space Assessment Report*: This report includes an analysis of current space utilisation and identified opportunities for improvement.
- *Conceptual Design*: Floor plans, 3D visualisations, and a final office layout that meets the functional requirements.
- *Cost Estimate and Phased Plan*: Detailed budget and a timeline for phased implementation.
- *Furniture and Fixture Recommendations*: Recommendations on furnishings and fittings complementing the redesign.
- *Compliance Report*: Verification that the proposed plan meets all health, safety, and environmental standards.
- *Final Office Layout*: Ready for implementation, including installation guidelines and specifications.

6. Timelines

The project is expected to be completed over three months, starting from the contract award date. Key milestones are as follows:

- Inception Meeting: 30 January 2025
- Space Assessment Report Completion: 10 February 2025
- Preliminary Concept Design: 25 February 2025
- Final Office Design Submission: 10 March 2025
- Implementation Start: 20 March 2025
- Project Completion: 15 April 2025

7. Required Expertise

Service providers must demonstrate the following:

- Proven experience in corporate office space planning, particularly within the public sector or similar environments.
- A portfolio of completed space planning and interior design projects.

- Strong project management capabilities, including budget management and phased execution.
- Familiarity with public sector compliance, health and safety standards, and green building principles.
- Ability to engage and collaborate with multiple stakeholders.

8. Functionality Evaluation

Bids must meet the minimum eligibility criteria with respect to functionality of 75 points out of 100 points to be recommended on the panel. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria and the maximum points to be awarded are set out below.

FUNCTIONALITY CRITERIA	EVALUATION METHOD	CRITERIA GUIDELINE	WEIGHT
Company Experience and Expertise	Years of experience in providing office space planning services.	• 1 – 3 years of company experience = 1 • 4 – 5 years of company experience = 2 • 6 – 8 years of company experience = 3 • 9 – 10 years of company experience = 4 • 11 Years and above of company experience = 5	30%
Project Manager Expertise and experience	Project Manager experience and expertise in leading a project of similar magnitude. CV and certified qualifications of the Project Manager	• 1 - 3 years of experience = 1 • 4 – 5 years of experience = 2 • 6 – 8 years of experience = 3 • 9 – 10 years of experience = 4 • 11 years experience and above = 5	20%

Approach and Methodology - Project Understanding	A detailed plan on how the service provider intends to conduct space analysis needs assessment and develop a layout that aligns with PSETA's culture and workflow. Technology and Tools for Planning: Use advanced design and visualisation tools (e.g., CAD, 3D modelling) that accurately represent the proposed layout. Innovation and Sustainability: Incorporation of sustainable practices in office design and flexibility for future growth or changes in requirements.	• 1 = Methodology not addressing requirements • 2 = Methodology addressing a few requirements • 3 = Methodology addressing most requirements but not adequately. • 4 = Methodology addressing all requirements but not in-depth • 5 = Excellent detailed methodology with all requirements thoroughly addressed	25%
Project Management	Capacity - Project Plan and Timelines: Establish realistic timelines for project completion, highlighting key milestones and deliverables. Resource Allocation: assigning and managing	• No timelines and project management tool = 1 • Timelines not clear and or no project management tool = 2 • Acceptable timelines and project management = 3 • Detailed timelines, implementation plan, and project management = 4	25%

	resources—such as personnel, budget, equipment, and materials—efficiently to meet project goals. Risk Management Plan: Identify potential risks and outline the measures in place to address them, particularly considering PSETA's unique operational needs.	Thorough timelines with resource allocation, implementation plan, and project management = 5	
TOTAL			100

9. Evaluation Criteria

PHASE 2

Bidders meeting the minimum functionality criteria will then be scored on the 80/20 principle based on their price and specific goals. The bidders with the highest points on price and specific goals will be awarded the contract.

Phase 2: Preferential Point System		Points
Price		80
Special goals		20
Black-owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

10. Format of the Bid Submission

1.1. Company profile indicating all the requirements as per the evaluation criteria.

1.2. Team member names and roles

1.3. Track record and experience

1.4. Reference letters from past clients.

1.5. CV and **certified copies** of qualifications:

1.6. Submission of all applicable documents as indicated below:

- Certified copies of the director's ID's document.
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- Copy of the registration document of the organisation (CIPC).
- Copy of the Central Supplier Database registration.

11. Important Mandatory Information for Bidders

11.1 Proposals must be submitted in four (4) hard copies, including one (1) original.

11.2 All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 1
- SBD 6.1
- SBD 4
- General Conditions of Contract (initial all pages must be)
- All copies of qualifications must be certified.

NB: FAILURE TO SUBMIT DOCUMENTS UNDER SECTION 11.2 WILL DISQUALIFY THE BID

Proposals must be submitted to:

Ms. Ursula Mathonsi

Manager: Supply Chain Management

Public Service Sector Education and Training Authority (PSETA)

Woodpecker Building, 177 Dyer Road

Hillcrest Office Park, Hillcrest, Pretoria, 0083

Closing date: 14 January 2025

Closing time: 11:00

No electronic bid applications will be accepted.

The Validity period of the bids is 90 days from the closing date. Please direct all queries to Ms Ursula Mathonsi via email on ursulam@pseta.org.za

Ursula Mathonsi
03/12/2024