

REQUEST FOR QUOTATION (RFQ)

Request for Quotation:	PROVISION FOR OFFICE LEASE AT MELELANE		
RFQ Number:	RFQ/LEASE/MELELANE/2024/04		
Opening Date:	10 May 2024		
Closing Date:	24 May 2024	Time:	16h00
Contact Person:	Portia Jonginyanga	Email:	PortiaJ@ppecb.com
Bid Validity Period	90 Days		

1. PROJECT PURPOSE

The PPECB invite Bidders to submit proposals for the provision of office space rental for PPECB Melelane Sub-Office for a period of three (3) years with an option to renew for 2 years in the Nelspruit region. The offered office space building must be ready for occupation as of 01 July 2024, and compliant to the PPECB requirements and other building compliance as may be required by law.

2. SPECIFICATION

Building Requirements

The PPECB requires office accommodation for approximately 6-8 permanent employees and 5 temporal employees in the Malelane Sub-Area or within a radius of the surrounding areas. The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between 87-100 sqm.
2.	Property Information	Proposal should clearly outline the following: - - Physical address of the building, stand number. - Details of all partners to the offer (Details of all parties to the transaction of the office rental of the building e.g., name and details of owner, name, and details of estate agents) - Detailed rental option - Number of offices: Open plan with min 1 closed office and air conditioned - Preferably a boardroom – min 30 sqm. - Kitchen area: With built-in cupboards and sink - Reception area: Provide for customer waiting area for approximately 3 or more people, water dispenser, PPECB marketing material and decorative materials. 1 x Storeroom and air-conditioned - The building must be air-conditioned and have floor covering. - Building layout - Building insurance information (provide proof of building insurance) - Confirm the number of tenants occupying the building. - The building is zoned business 3. - The building is in a secure area.



		• If there is more than 1 floor level – confirmation of elevators for people as well as a goods lift. • Confirm disability access to the building. • Accessibility to public transport - easy access to public transport within 500m • A list of amenities within walking distance of the building
3.	Security	Proposal should clearly outline the provision of security and control of the building: Access control measures into the building (if any) Armed Response Alarm System (if any)
4.	Parking Facilities	Proposal should have a detailed layout of the secured parking area and/or public space. A minimum of 7 on-site parking bays or sufficient space on the property to cater for the number of parking bays required.
5.	Building Compliance	The following certification of compliance must be in place and submitted with the response to this tender: Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted (Type of zoning - "Business 4") Compliance Certificates to be submitted: • Fire Compliance Certificate • HVAC Compliance Certificate (if applicable) • Electrical Compliance Certificate • Occupation Certificate • Lift/ Elevator Certificate (if applicable)
6.	Ablutions for Male and Females	• A Dedicated male, female, and disabled ablution facilities. • The bidder shall provide fully functional ablution facilities that meet the OHS Act requirements i.e., every employer shall provide sanitary facilities at a workplace in accordance with Parts F, P and Q of the application of the National Building Regulations. Bidders to declare if ablutions facilities are shared by multiple companies, the landlord is to provide cleaning services.
7.	Technology and Communication	Power supply to be connected and distributed through the building. Provision to be made for telecommunication lines within the building. Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room with air conditioning) *No analogue connection being utilised for communications
8.	Health & Safety	• Letter of Good Standing • Evacuation plan and assembly points • Health and safety Manager/Officer contact details • Fire control measures in place.
9.	Maintenance	Proposals should clearly specify the responsibilities of the Landlord and Tenant around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) • The office premises (interior and exterior) to be fully serviced and maintained by the Landlord. • Turn-around time to be clearly stated on maintenance and repair work by the Landlord; PPECB reserves the right to negotiate the turnaround times should it not be satisfactory.

10.	Building Support Services	Services must be available on occupation: • Water • Electricity • Sanitation, Pest control, and Refuse removal service. • Service records aircons, lifts, and fire equipment. • Generator/ Backup power for the premises.
11.	Date of occupation by tenant	01 July 2024

3. TERMS AND CONDITIONS OF BID

3.1 Bid Submission

All quotations must be submitted to the email address and instruction as stipulated in the SBD1 or in the following method:

Via email to PortiaJ@ppecb.com

This submission must contain all information and documentation relating to the **RFQ/LEASE/MELELANE/2024/04**

3.2 Closing Date.

- 3.2.1 Bids must be emailed by the stipulated date and time to the correct email address. Late bids will not be accepted for consideration.
- 3.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

3.3 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

3.4 Bid Validity Period

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

3.5 CSD Registration

- 3.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 3.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 3.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

3.6 Acknowledgement and Acceptance

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

3.7 Insurance.

- 3.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

3.8 Response Preparation Cost and Ongoing Engagement

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

3.9 Reservations

- 3.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 3.9.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 3.9.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:
- Accept a Quotation other than the lowest priced quotation.
 - Refuse to consider any Quotation not conforming with the requirements of this RFQ.
 - Ask any Service Provider to supply further information after the closing date.
 - Cancel this RFQ or any part thereof at any time.
 - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
 - Not to award the quotation at all.

3.10 Data Protection

- 3.10.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

3.11 News and press releases

- 3.11.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

3.12 Disclaimer

- 3.12.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.
- 3.12.2 By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 3.12.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

3.13 General Terms and Conditions

- 3.13.1 The attached terms and conditions must be signed and send back with the RFQ response.

4. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid.
2. SBD4 - Bidder's Disclosure.
3. Valid Tax Clearance Certificate or Pin.
4. Valid BEE Certificate or EME/QSE Affidavit.
5. SBD6.1 – Preference Point Claim Form.
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

5. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages.

5.1 Stage 1 – Compliance Evaluation

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 4**. Bidders must ensure that they complete and sign returnable documents.

5.2 Stage 2 - Mandatory Functional/Technical Evaluation Criterion

In their responses, bidders must state whether (or not) they comply with each of the requirements below and provide a comment substantiating their claim or provide a cross reference where in their quotation/proposal they address this requirement.

If a Bidder does not comply with any requirement in the table below, they will be disqualified and not be considered for further evaluation.

No.	Mandatory Functional/Technical Evaluation	Comply	Comments X-Ref in Proposal
1.	Office building minimum of 87-100 sqm	☐ YES ☐ No	
2.	The office building to be in Malelane	☐ YES ☐ No	
3.	Building layout	☐ YES ☐ No	

5.3 Stage 3 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

Weighted Functional Criteria

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

No.	CRITERIA	Maximum Points
	Required documents:	20
1	Proof of ownership of the building submitted in the proposal, such as Title Deed and/or Proof of being the mandated agent to sell the building submitted in the proposal - 5 points - A copy of the signed agreement between the Property Owner and Agent is sufficient or letter specifying the above. - 5 points	10
2	Provide Copy of Occupancy certificate - 5 points	5



3	Copy of Comprehensive Insurance cover (letter from the insurer detailing the building covered and amount of cover as per risk type will be acceptable if a policy cannot be provided). - 5 points	5
		Maximum Points
	Technical Requirements:	45
1	Office: Open plan with one (1) office – 10 Points No office space – 0 Point	10
2	Storeroom: -1 Storeroom / OR a space that can accommodate storage– 10 Points. -no storeroom = 0 points	10
3	Provide letter of confirmation confirming parking availability - 7 or more secured parking bays for personnel - 10 Points - 5-6 parking bays for personnel - 5 Points - Less than 5 parking bays for personnel - 0 point	10
4	Please provide the following Building Information: - Physical address of building - 5 points - Stand number / Erf number of the building - 5 points - Details of all parties to the transaction of the lease of the building e.g., name and details of owner, name, and details of estate agent - 5 points	15
	Compliance Certification and Building Features: Technical Requirements:	15
1	The following Compliance Documents are to be submitted as part of the Bid - Fire Compliance Certificate - 5 points - Plumbing Compliance Certificate - 5 points - Electrical Compliance Certificate - 5 points	15
	Technical Requirements	50
1	Provide letter of confirmation: - Power supply and type of power equivalent to 3 phase to the building - 5 points - Power supply to be connected and distributed through the building = 5 points - WAN fibre broadband connections/ wireless connectivity (roof top access) = 5 points - Dedicated secured server room with air conditioner and lockable- 10 points - Server room with no air conditioner / OR space that can accommodate the Server room– 5 points	30
2	Confirmation of security or access control to the premises and building - Provide Letter of confirmation of security company – 5 points - Indicate how access is controlled in the premises and building – 5 points	10
3	Provide letter of confirmation with regards to elevators in multi-level building - Not a multi-level building - 10 points Multi-level building must have a Lift. - Lift for people - 5 points - Lift for Goods - 5 points - multi-level building with No lifts - 0 points	10
	Technical Requirements:	70
1	Provide letter of confirmation regarding ablution facilities -Confirmation of ablution facilities including disability access - 10 points -Ablution facilities but none with disability access - 5 points	10

2	Provide letter of confirmation confirming the following: - Within 500m of public transport facility - 10 Points - Within 800m of public transport - 6 points - Within 1km of public transport - 4 points - Outside 1km of public transport - 0 Point	10
3	Provide letter of confirmation confirming a list of amenities within walking distance - 10 points	10
4	Maintenance: Proposals should clearly specify the responsibilities of the Landlord and Tenant around maintenance issues. -Submission of a clearly defined maintenance plan including model/approach - 10 points - No evidence of a maintenance plan = 0 points	10
5	Backup power Please specify the backup power initiatives and installations in the building - 10 points No backup power – 0 Points	10
6	Date of occupation 01 July 2024 – 10 Points	10
	Total points:	190

Functional Threshold

The minimum functional threshold is 150 Points. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following building evaluations:

5.4 Stage 4 - Site Visit / Building Evaluation

Criteria	YES	NO
Building condition: The building must be in a good and safe condition; it must not be old and dilapidated. The PPECB will conduct a site visit to the proposed building to determine suitability in terms of: 1. Location of the building 2. Building security: - Burglar bars/Security gate - Armed response 3. Accessibility 4. General condition of the building 5. To be in line with PPECB corporate image * Should the building be deemed unsuitable based on listed criteria above the bid will not progress to the next phase of evaluation.		

5.5 Stage 5 – Price and Specific goals Evaluation

All Bidder(s) that pass all previous stage of evaluation (acceptable Bidder(s)) will qualify to be further evaluated on Price and Specific Goals (80/20).

Description	Points
Price	80
Specific Goals	20
Total Points and Specific Goals	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to tenderers: The tenderer must indicate how they claim points for each specific goal stipulated below and provide supporting evidence.)

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 10 % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	Total Points: 10 EME = 10 QSE = 10 Enterprises with turnover above R50m = 1	
	Total Specific Goals		20	

5.6 Stage 6 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 5.6.1 The risk of fruitless and wasteful expenditure to the PPECB.
- 5.6.2 The risk of an abnormally low bid.
- 5.6.3 The risk of a material irregularity.
- 5.6.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5.6.5 The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

6. SPECIFICATION APPROVAL



Specification Expert: **Date:** ...09 May 2024



Executive:pp... **Date:** ...09 May 2024

7. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

RFQ No: [.....] **for the entire PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) Signature

WITNESSES:

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