

Ref: 8/4/1/2_33

REQUEST FOR PROPOSAL (RFP): SPECIFICATIONS FOR THE PROCUREMENT OF OFFICE SPACE (ACCOMMODATION) FOR sefa KWAZULU-NATAL (KZN) REGIONAL OFFICE FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS

1. PURPOSE

- 1.1 The purpose of this Request for Proposal (RFP) is to invite and to find a suitably service provider to submit proposals for the provision of an office space (260m² to 270m²) and ten (10) parking space (Basement / Covered) as well as once – off space planning for sefa, and the building must be existing building.
- 1.2 Prospective respondents must be prepared to provide a complete office accommodation solution, including refurbishment of the facility as per sefa's requirements, a process which will be overseen by both parties.
- 1.3 Due to the pending merger between Small Enterprise Development Agency (SEDA), the Small Enterprise Finance Agency (SOC) Limited (**sefa**) and Co-operative Banks Development Agency (CBDA), the lease is for a period of twenty-four months with the option to renew a contract for a further period of twelve (12) months or period to be advised if the merger process is not yet finalised. The building must allow space for further growth and must have provision for an additional space. **sefa** will consider the following option:
 - Straight Lease.

2. BACKGROUND

- 2.1. Following a Cabinet decision and the State of the Nation address of 2011, **sefa** was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 2.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth.
- 2.3. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.
- 2.4. **sefa's** current lease agreement expires on 31 March 2023. sefa seeks new premises where the safety of its employees and assets are the highest priority.



3. SCOPE OF WORK

- 3.1 **sefa** requires a minimum of 260m² to a maximum of 270m² office space, which must have the potential to accommodate for future growth. The building must be available to **sefa** for beneficial occupation on 01st March 2023. The lease will commence on April 2023, terminating on 31 March 2025.
- 3.2 The proposal should be for buildings that are in the **eThekweni municipality and preferably in the following area(s)**:
- Westville
- 3.3 The building must not be older than at least fifteen (15) years and must be well secured. Below are the details of the required accommodation:

NO	QTY	DETAILS
1	260m ² - 270m ²	Office Space in an office block to rent for twenty-four (24) months, effective from 01 April 2023 until 31 March 2025. <u>Requirements:</u> a. 1 x Reception and Waiting Area b. 1 x 2 Boardrooms (Consulting Areas), 4 Seater each. (Glass Partitioning in front with aluminum double door. The boardroom must be frosted. c. 1 x Boardroom (Glass Partitioning in front with aluminum double door. The boardroom must be frosted. Boardroom must seat 15 – 5 employees. Approximately 40m². d. 1 x Regional Manager's Office e. 1 x Server (IT) Room (Approximately 10m²) with enough ventilation. f. 1 x Storeroom g. 1 x Wet Kitchen fitted with cupboards and washing sink as well as a hydro boil. h. 1 x Open Plan Offices (Seat 12 – 14 Employees) i. Ladies and Gentlemen's Bathrooms including facilities for the disabled individuals. j. Lift / Ramp to cater for the disabled individuals.

4. BUILDING AND OFFICE SPACE REQUIREMENTS

4.1. TYPE OF PREMISES

The premises should be suitable for a typical administrative office environment.

4.2. PROPERTY / BUILDING

The property should comprise of a minimum 260m² Gross Lettable Area (GLA) and a maximum of 270m² GLA, measured according to the latest SAPOA Method for measuring floor areas in commercial properties. The property must also have the potential to accommodate **sefa**'s future growth. The property / building must provide for the following accommodations standards:



- The property / building must be an existing building (complete built structure).
- The property / building should allow for a comfortable entrance / exit to and from the property / building by staff, clients and service providers.
- The property / building must be suitable for people with disabilities.
- Adequate toilet facilities for the public, personnel and the physically challenged.
- Hot and cold water supply to be available.
- Accommodation must be fully air conditioned and ventilated. The air conditioning should preferably be managed through a Building Management System (BMS)
- Lighting in general must be provided in line with Building Regulations and OHS.
- The floors to be occupied must have its own electricity distribution boards.
- 24 hours access is required by the Lessee of the building.
- The property / building must make provision for goods and passenger lifts from the parking
- The accommodation must have double tier cable trays in ceiling voids or make allowance for these.
- The property / building must allow for ICT and security installation. The accommodation must also make allowance for core drilling in respect of ICT and Security infrastructure.
- Permission to be granted by the Lessor to install a Satellite Dish (ICT network connectivity) on the exterior or roof of the building.
- The office location should be suitable for the possible erection of a radio mast and or aerial antennas for monitoring purposes taking into account the approval required in terms of environmental, municipal and civil aviation regulations.
- The property / building must have existing fire detection and prevention services or make provision for these.
- The Lessor to ensure consistent water supply with sufficient contingency plans to address water disruptions.
- The property / building must be close to the public transport, and preferably close to a well - known land marks and in a secure area.
- All building related issues such as Zoning rights, Servitudes, The City of eThekweni municipality requirements, Occupational Health Certificates, Electrical Compliance Certificates, environmental, heritage, and other related statutory requirements should be complied with.
- A dedicated fitted kitchen/kitchenettes.
- **NB: Failure to meet the above will invalidate the proposal**

5. sefa's ACCOMMODATIONS STANDARDS

- 5.1. The proposed property / building must meet the following standard requirements:
- (HVAC) Heating, Ventilation and Air-Conditioning;
 - Implementation of Smoking by-laws;
 - Toilet Facilities;
 - Water Supply and Back-Up Water Supply;
 - Electrical Supply and Back-Up Generator;
 - Fire Risk management;
 - Emergency evacuations;
 - Standby power supply;
 - Vertical Movements;
 - Carrying capacity of floors;
 - Acoustics and noise standards;
 - Security;
 - The building must be declared gun-free;



- Accessibility to the building (including people with disabilities & meet OHS standards);
- Parking facilities;
- Accessibility for deliveries;
- CAD drawings of the existing premise suitable for full architectural workup;
- Full compliance certification must be supplied upon final works completion;
- Allow **sefa** to put up signage in strategic spots on the building to make **sefa** visible to the public; and
- Rental, operating and parking costs should be market related.

6. REQUIRED GRADING OF THE BUILDING

The requirement of the building should be **Grade A, B & C** and should meet following requirements:

- Generally not older than fifteen (15) years or which has had a major renovation,
- High quality modern finishes,
- Air conditioning,
- Adequate onsite parking,
- A good quality lobby finish,
- Quality access to/from an attractive.

7. SPACE PLANNER & INTERIOR DESIGNER / DECORATOR

The service provider must avail a space planner and interior designer / decorator to assist **sefa** Team with office layout planning and execution.

8. sefa BRAND IMAGE AND SIGNAGE RIGHTS

The bidder should allow the **sefa** Brand signage to be visible to the public. The Signage within the building must be allowed to be both mounted / fitted and / or movable. **sefa** will provide the signage and it is the bidders responsibility to mount in an agreed upon location.

9. HEATING, VENTILATION AND AIR CONDITIONING

The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned and the air conditioning system should be sufficiently adequate to provide a summer / winter working environment compliant to industry standards, with all maintenance undertaken by the landlord.

10. TOILET FACILITIES

The landlord shall have fully functional toilet facilities available to **sefa**, refurbished or new or as otherwise agreed. **sefa** must be given permission, under a separate contract, to install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygiene requirements as and when required.

sefa is committed to providing suitable amenities for people with bodily constraints therefore the Landlord must provide toilet facilities for people with disabilities (Visitors and Staff) in line with the National Building Regulations.



11. WATER SUPPLY

The municipal water supply where applicable shall be metered separately.

12. ELECTRICAL SUPPLY

The power supply where applicable shall be metered separately. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply is to be provided to increase demand at peak times up to 20% of normal use. It must be taken into account that all operational staff as per **sefa** accommodation norms document will be equipped with a computer. There is also a number of IT servers and other sophisticated electronic equipments being operated by **sefa**, therefore the quality and capacity (KVA) of incoming power supply should thus be able to meet **sefa's** electricity requirements.

An Electrical Compliance Certificate must be provided to **sefa** as proof that all electrical installation in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1.

13. POWER POINTS

Power points to be provided as per **sefa** requirements with the following guidelines:

- Each person accommodated in an open plan will be equipped with one single normal power point and one red dedicated power points. Each person accommodated in an enclosed office area will be equipped with one double normal power point and one double red dedicated power points.

14. LIGHTING

All interior lighting shall be designed and installed to conform to SABS 0114-1:1996 or latest approved standards. The lighting design shall take into consideration the type of work that will be performed which includes high security considerations, sorting, filing, data capturing and computer based work areas. Particular attention shall be paid to the light layout in public areas and should take the public circulation spaces into account. Lighting conforming to the following standard must be provided:

a. Reception areas	100 lux
b. General offices	300 lux
c. Passages	500 lux
d. Auditoriums	100 lux
e. Conference rooms	100 lux
f. Store rooms	200 lux
g. Parking	50 lux

15. LIGHTING PROTECTION

The building shall have sufficient lighting / surge protection, which must be inspected regularly to ensure they are and remain in good working condition. A copy of such an inspection report must be submitted to the Facilities Manager.



16. LIGHTING CONTROL

Each functional area and or teams shall have independent control of special and normal lights and emergency lights shall comply with the National Building Regulations.

17. DATA AND TELEPHONE CABLING

The building should allow for the installation of adequately cabling for the installation of IT and telephone equipments. Suitable location for a server room with the following minimum requirements should be provided for by the landlord:

- a. Brick walls or fire rated dry walling.
- b. Space for a maximum of one server cabinet (estimate 6m² minimum).
- c. Anti-static flooring in the server room.
- d. Fire rated door.
- e. Fire extinguisher (inside and outside).
- f. **sefa** must be able to add an access control system to the server room door.

18. FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SABS 0040 as amended. It will be required that a complete ASIB report be submitted, along with all other information regarding Fire Compliance.

19. LIFTS, HOISTS & ESCALATORS

The National Building Regulations requires that if the building offered, consists of more than two storeys, it shall be provided with at least one (1) lift to be utilised as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at a given time. The minimum clear entrance to the car shall be of such dimension that it will be accessible for a wheelchair. If the building has a basement, the lift shall also serve that area.

Note: The maintenance of such a lift, hoist and or escalator will be the responsibility of the Landlord. All lift buttons to have a braille and lifts to have voice announcing movements. In addition the lifts shall be connected to the control room of the lift service provider, for purposes of continuous communication in the event of lift stoppages.

20. SECURITY SERVICES

The proposed property / building shall be in a safe, secure and tranquil environment that does not present a security risk to **sefa** staff members even if they work after hours. The proposed property / building should preferably have a fully functional security and access control system.

The system must allow for safe entering and exiting of **sefa** staff, politicians and visitors. The offer should include the bidder's plan for the provision of security to the premises. The supply of specialist security installations will be the sole responsibility of **sefa**. The building should be secured with the following minimum security measures:

- a. Burglar proofing and alarm system in good working condition.
- b. Security Fencing / Normal Electrical Fencing.



- c. Modern Access Control.
- d. Adequate lighting in the Parking area for officials working late.

21. ACOUSTIC AND NOISE

All outside noises shall be reduced to an agreed acceptable level (between 40 and 60 Decibels) that allows people to perform their functions.

22. THE PARKING

Covered / Basement parking bays will be required for staff vehicles at the premises and must be available for exclusive use by **sefa**. Further parking bays will be required for **sefa's** official vehicles in a covered lock-up area as part of the premises. Additional open parking bays will be required for visitors and staff overflow. Allowance should be made for at to accommodate persons with disabilities and all parking is to be provided within a safe and secure environment.

23. EVALUATION CRITERIA

Bids shall be evaluated in terms of the following process;

23.1 STAGE 1: Initial Screening Process: During this phase, bid response will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of valid Tax Clearance Certificate or *PIN* issued by SARS;
- Submission of original certified valid B-BEEE certificate
- In the event of submission of B-BBEE Sworn Affidavit, bidder must ensure that the affidavit is **stamped by Commissioner of Oath** and indicate the contribution level of bidding entity;
- Proof of registration report from National Treasury Central Supplier Database (CSD);
- Submission of of bidder's Companies & Intellectual Property Commission (CIPC) Company registration documents listing all Directors or Shareholders and original certified ID copies of Directors or Shareholders; and;
- Completion of Standard Bidding Documents (SBD's) and other requirements as reflected in the Special Conditions of Contract which covers the following:

- ❖ **SBD 4** : Declaration of Interest
- ❖ **SBD 6.1** : Preference Points Claim Form
- ❖ **GCC** :General Conditions of Contract

- **All Standard Bidding Document (SBD's) must be fully completed and duly signed,**

24. STAGE 2: FUNCTIONALITY TECHNICAL REQUIREMENT

- All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for functionality which will made out of 100 points as per the table below.
- All bids that score less than **50 points** on functionality will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified.



- Bids will be evaluated on Functionality as follows:

NO	FUNCTIONALITY REQUIREMENT	POINTS
24.1	• Where the bidder is an Agent/Broker the bidder must confirm that they are registered with the Estate Agencies Affairs Board (EAAB) and are in the possession of a valid Fidelity Fund Certificate. Bidder to provide proof of a certified copy of valid Fidelity Fund certificate not older than three months. • Where the bidder is the owner proof of ownership must be submitted.	25
24.2	Building Requirements • Bidders must submit floor plans clearly indicating the proposed office layouts. • The service provider must avail a space planner and or interior designer/decorator to assist sefa team with office layout planning and execution.	25
24.3	Physical Facilities as outline on the scope of work under clause 3, 4 & 5.	50
	TOTAL FUNCTIONALITY	100

25. STAGE 3 : SITE VISITS ASSESSMENT OF THE PROPOSED PROPERTY/BUILDING

- Bidders who scores **50 points** or more out of 100 points allocated at technical evaluation will be subjected to site visits.
- Each Build proposed will be evaluated, based on the following;
 - ❖ Accessibility
 - ❖ Building-General Requirements/Compliance
 - ❖ The bidder confirms that they are in possession of a valid certificate of Occupancy for the building concerned, issued by Municipality or must make undertaking to provide same before occupation by **sefa**.



26. STAGE 4- PREFERENCE POINT SYSTEM

- The 80/20 preference point system will be applied as below;

CRITERIA	POINTS
Price	80
Specific Goals ¹	20
TOTAL	100 points

¹Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	POINTS
	(80/20 system)
Black ownership ²	10
30% Black women ownership	5
Any % of ownership by Black Designated Groups > 0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

²Black ownership: 100% black owned entities will score the full 10 points and between 51% - 99.99% black owned entities will score 4 points.

27. COMMUNICATION

- 27.1 **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.
- 27.2 All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.
- 27.3 Communication between the closing date and the award of the bid, between the bidder and other **sefa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

28 CONTACT DETAILS

Main Contact

Name : Sebotse Mokgabudi
Telephone : 012 748 9725
Email : sebotsem@sefa.org.za/procurement@sefa.org.za



NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of **sefa's** staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

APPROVAL BY

SS Manganyi

Stanley Manganyi

Facilities Manager

Date: 03/02/2023