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**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

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## REQUEST FOR INFORMATION- RFI

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**RFI NO: RFI0001-2023-24**

**RFI TITLE: AVAILABLE OFFICE SPACE FOR RENTAL TO ACCOMMODATE PANSALB  
PROVINCIAL OFFICE IN MAHIKENG.**

This RFI calls for information on available offices for rental for accommodating the regional offices of the Pan South African Language Board in Mahikeng. The PanSALB is a Constitutional Institution responsible for language development in the country.

RFI documents are obtainable from the following websites:

PanSALB Website <http://www.pansalb.org>

**Closing Date: 02 September 2023 at 12:00.**

**For inquiries: E-mail: [mapula@pansalb.org](mailto:mapula@pansalb.org)**

**NB: PLEASE NOTE THAT AN RFP WILL ONLY BE ISSUED TO COMPANIES/ LANDLORDS THAT SHOWED INTEREST IN THIS REQUEST BY RESPONDING TO THIS REQUEST AND HAVE MET THE MINIMUM QUALIFYING CRITERIA STIPULATED UNDER ITEM NUMBER 6 OF THIS DOCUMENT.**

**PAN SOUTH AFRICAN LANGUAGE BOARD (PANSALB)  
REQUEST FOR INFORMATION (RFI)**

**RFI NUMBER: RFI0001-2023-24**

**RFI TITLE: RFI on available office space for rental to accommodate the PanSALB provincial office.**

**EXPECTED TIMEFRAME**

<b>RFI PROCESS</b>	<b>EXPECTED DATES</b>
Publishing Date	<b>23 August 2023</b>
<b>RFI Available from</b>	<b>23 August 2023</b>
Briefing Session	<b>None</b>
<b>RFI Closing Date and Time</b>	<b>02<sup>nd</sup> September 2023 and Time: 12:00</b>
Contact details	<b>Mapula Molepo <a href="mailto:Mapula@pansalb.org">Mapula@pansalb.org</a></b>

The PanSABC retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

**ELECTRONIC SUBMISSIONS:**     [Quotations@pansalb.org](mailto:Quotations@pansalb.org)

**OR**

Respondents interested in participating can register their interest by providing their company name, contact person, telephone, cell number, and email address to [Quotations@pansalb.org](mailto:Quotations@pansalb.org) and indicate the RFI number in the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

***Please note that this invitation to submit a request for information does not constitute a formal request for quotation or proposal, nor is it intended to create any expectations regarding future business dealings between PanSALB and the recipient. All RFI documents will become and remain PanSALB's property. PanSALB shall not be liable in any respect for any costs, damages, charges, or expenses incurred by the respondent in relation to preparing or submitting this RFI response.***

**REQUEST FOR INFORMATION:**

**1. DEFINITIONS**

- 1.1. **“RFI”** – a request from the PanSALB to suppliers to test their interest in the service/s required by the entity.
- 1.2. **“RFI response”** - a written response in a prescribed form in response to an RFI.
- 1.3. **“Respondent”** – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI.

**2. CONFIDENTIALITY**

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the PanSALB, written approval to divulge such information will have to be obtained from PanSALB.

The Respondents must ensure that confidential information is maintained confidential; not disclosed to or used by any unauthorized person; to prevent any disclosure or unauthorized use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees, and advisers who require access for the purpose of considering and responding to this RFI; and that those partners, officers, employees, and advisers are informed of the confidential information section and keep that information confidential. This RFI always remains the property of the PanSALB. No rights other than as provided in this RFI and in respect of the confidential information are granted or conveyed to the bidder/s

NAME OF Respondent: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Respondent’s contact person: **Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### 3. BACKGROUND

The PanSALB has been leasing property in Mahikeng for the accommodation of its regional offices during the past twenty-eight years. Currently, the organization is leasing offices at the MEGA CITY SHOPPING COMPLEX for a one-year period to have sufficient time to identify suitable offices for rental. The lease period which has been extended until the end of November 2023, will also allow time to modify the available offices to meet the specifications of our provincial office.

The building for rental which will accommodate a total of 5-7 employees, should amount to a total office space area of 126m<sup>2</sup> for both the offices and the boardroom, stores & library. A flexible work arrangement for the employees will be applied involving a hot desking area for employees to plug in their computers and leave when they are done working, allowing the same workstations to be utilized by other employees.

### 4. SCOPE

#### 4.1. Building

The PanSALB requires a building with a total area of 126m<sup>2</sup>, to be leased for a period of five years.

#### 4.2. Office space, and other space requirements

Office	Office Sizes (15/20/25m <sup>2</sup> )	Hot Desk Provision	Boardroom	Library	Storage	Total in M <sup>2</sup>
Office 1	1					25m <sup>2</sup>
Office 2	2	0	1	1	1	101m <sup>2</sup>
<b>TOTAL OFFICE SPACE</b>						126m <sup>2</sup>

#### 4.3. Parking Bay for staff and PanSALB Fleet

- 4.3.1. The building must be situated in such a way that it complies with the **Critical Infrastructure Protection Act 8 of 2019 - NKP area which will among other things** require a perimeter fence.
- 4.3.2. Visibility of the building is very critical.
- 4.3.3. Building to be accessible by public transport.
- 4.3.4. Chiller plant for centralized air-conditioning.

**4.3.5.** Generators to support the operations.

**4.3.6.** Building should comply with all applicable building regulations in South Africa.

## **5. FUNCTIONAL EVALUATION CRITERIA**

There will be no functional evaluation for this RFI.

## **6. TECHNICAL EVALUATION**

Service providers must meet 80% of the PanSALB needs.

- Extended ceiling heights
- Cable duct and trays
- Layout that is conducive to office use
- environment that is conducive for PanSALB customers to walk-in
- A team will conduct site visits to evaluate the suitability of the potential buildings.

## **7. SUBMISSION OF RESPONSES**

All requests for information are to be submitted as follows:

- Mail size is 25MB, please send multiple emails if exceeded.
- All requests for information are to be clearly marked with the RFI number on the subject line.
- Responses submitted by companies must be signed by a person or persons duly authorized.
- Respondent shall submit an RFI response in accordance with the prescribed manner of submissions as specified below.
- Respondent shall submit one (1) electronic copy. Electronic copies may be e-mailed to: [Quotations@pansalb.org](mailto:Quotations@pansalb.org)
- All additions to the information documents i.e., appendices, supporting documentation, photographs, technical specifications, and other support documentation covering suggested solutions, etc. shall be neatly bound as part of the schedule concerned.

## **8. DEADLINE SUBMISSIONS**

Request for Information shall be submitted at the email address mentioned under submission details by no later than the closing date of 02 September 2023 at 12H00. Where an RFI is not received by the PanSALB by the due date and stipulated place, it will be regarded as a late RFI, and it will not be considered.

## **9. GENERAL INFORMATION**

### **Contact Persons for Queries**

Inquiries in respect of this RFI should be addressed to:

SCM Division

E-mail: [mapula@pansalb.org](mailto:mapula@pansalb.org)

All queries are to be e-mailed.

## **10. SUBMISSION DETAILS OF**

Electronic copies may be e-mailed to: [Quotations@pansalb.org](mailto:Quotations@pansalb.org)