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PanSALB
PAN SOUTH AFRICAN LANGUAGE BOARD

REQUEST FOR QUOTATION – RFQ-NLU-SCM-2024-25 – Re-advertising

Quotations are hereby invited for the following.

| | | | |
|---|--|--------------------------|--|
| Contact Person Name (Buyer) | | Lulama Limbane | |
| RFQ Published or Issue Date & Time | | 17 August 2024, 10h00 | |
| RFQ Closing Date & Time | | 27 September 2024, 16h00 | |
| Telephone | (012) 341 9638 | Email Address | lulama@pansalb.org |
| Subject | Please provide us with a quotation for the items/services specified hereunder where applicable, or following the attached specification. | | |
| COMMODITY 1 | | | |
| (1) Provision of New Sisulu Sesiswati National Lexicography Office Accommodation Leasing Space | | | |
| Line | Description | Unit of Issue | Quantity |
| 1 | Provision of the New Office Accommodation Leasing Space (100m ²) to the Silulu Sesiswati National Lexicography and its customers for a period of (36) Thirsty-Six Months | P/Month | 36 Mtns |
| | | | |
| | | | |
| <u>N.B & Comment:</u> | | | |
| <p>(1) <i>Proposal/Quotation should be issued in line with the above itemized list.</i></p> <p>(2) <i>Please ensure that <u>Table 1</u>, in paragraph 4.2 of the SBD 6.1 is completed in full to qualify for specific goals aligned to the B-BBEE. Failure by the supplier to complete Table 1 of the SBD 6.1 will disqualify the supplier from receiving points for Specific Goals as per requirements of the Preferential Procurement Regulations of 2022.</i></p> | | | |

TERMS AND CONDITIONS

1. Quotations must be emailed to reach PanSALB no later than **16:00, Friday 27 September 2024**
2. Quotations must be valid for at least **90** days.
3. Is the **2024-09-27** delivery date firm? **Yes / No**
4. Is / are the price(s) firm for the duration of the contract? **Yes / No**
5. Is the offer strictly to specification? **Yes / No**
6. If not to specification, state deviation(s)

7. All quotations must be inclusive of VAT and the VAT amount stated, for suppliers who are VAT registered, if no VAT registration status is provided, prices will be deemed VAT inclusive.
8. No quotations received after the closing time and date will be accepted without prior arrangement with the sender of this email.
9. It is the responsibility of the tenderer to verify the receipt of any emails forwarded to this office.
10. If you are unable to quote, please email this page back to the sender as a no quote and state the reason below: Reason for no quote:

11. This quotation is subject to the general conditions of the contract unless otherwise stated by the issuer.
12. Indicate if you intend to sub-contract any part of this contract. **Yes / No** If Yes please provide the percentage sub-contracted _____%
13. The price quoted must **include delivery** to the storage around Pretoria.

PLEASE NOTE:

Your tax status is **non-compliant**. Please take the matter directly with your local SARS office. Your offer can only be considered when a valid Tax Clearance Status (provided via SARS to the Central Supplier Database) is available on the adjudication of this contract.

Your B-BBEE information is outstanding. Please update your B-BBEE details on the Central Supplier Database to ensure that your entity qualifies for preference points where applicable.

I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by the Pan South African Language Board during the validity period indicated and calculated from the closing time stated above.

Signature of Bidder

Name and Capacity

Date

This Request for Quotation must be completed and be accompanied by an official Quotation. Please email it to the Pan South African Language Board.

RFQs with a quoted price less than R 2 000.00 will be evaluated based on the quoted price. All other RFQs will be evaluated based on an 80/20 preference point system where 80 points are allocated towards price and 20 points are allocated towards the supplier's contribution-specific goals in line with the Preferential Procurement Regulations of 2022.

PREFERENTIAL PROCUREMENT REGULATION OF 2022

As per the Preferential Procurement Regulations of 2022 in terms of the 80/20 Points system, the 20 points for Specific goals for the entity are allocated as follows:

- 100% Women Ownership = 5 points
- 100% SMME/EME = 10 points
- 100% owned by Youth = 3 points
- 100% owned by disabled individuals = 1 points
- Locality = 1 point (Municipal Bill or Account Statement to be attached as proof)

STAGE 1 (PRICE – 80 AND SPECIFIC GOALS – 20)

This stage will involve the evaluation using the 80/20 principles where 20 will be for specific goals. Failure by suppliers to complete section 4.2 of SBD 6.1, under TABLE 1 will deny the service provider points allocated to specific goals.

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.

| | | | |
|-------------------|------------------------|--------------------------|-------------------|
| RFQ No. | <u>NLU-SCM-2024-25</u> | Closing date: | 13 September 2024 |
| Advertising date: | 28 August 2024 | Validity period: 90 days | |

1. ACCOMMODATION PARTICULARS

| | |
|--|----------------|
| Name of Company | |
| BEE shareholding % in Company owning property offered. Prove relevant certified documents, 1.e. (Members register, CK1/ CK2) | % |
| Erf No. / Name and address of building | |
| Title Deed Number of Property offered (Provide certified copy of the Title Deed) | |
| Market value / Municipal valuation of building | m ² |
| The Gross floor area of accommodation | |
| Date accommodation may be used | |
| Commencement date of lease | |
| Lease period | years |
| Option period | years |
| Value Added Tax Number | |

A. FIRST OFFER: 3 YEARS LEASE PERIOD (COMPULSORY FOR ALL BIDDERS)

| | Offices m ² | Stores m ² | Parking | Comments/Notes |
|------------------------|------------------------|-----------------------|---------|----------------|
| Total Lettable area | | | | |
| Total Parking bays | | | | |
| Rental per month | R | R | R | |
| VAT per month | R | R | R | |
| Total per month | R | R | R | |
| Tariffs | R /m ² | R /m ² | R / bay | |
| VAT | R /m ² | R /m ² | R / bay | |
| Total (1) | R /m ² | R /m ² | R / bay | |
| Annual Escalation rate | % | % | % | |

| | | | | |
|--|---|---|----------|--|
| Operating Costs (Provide details on what costs entails) | R | | | |
| VAT | R | | | |
| Total (2) | R | | | |
| Annual Escalation rate | % | % | | |
| Total (1+2) | R | | R / bays | |

| | | | |
|--|---|---|--|
| Minimum of R1500/ m ² (VAT excl.) for Tenant Installation (T.I.) excluding electrical/mechanical/ structural items. Which are Landlord's responsibility as well as providing certificates of compliance | R | R | |
|--|---|---|--|

2. RESPONSIBILITIES

Note: The state is not prepared to accept responsibility for services or costs involved within grey coloured columns. *(Indicate where applicable)*

| 2.1. Services | State | Lessor | Estimated cost per month |
|----------------------------------|--------------|---------------|---------------------------------|
| 2.1.1. Water consumption | | | |
| 2.1.2. Electricity consumption | | | |
| 2.1.3. Sanitary services | | | |
| 2.1.4. Refuse removal | | | |
| 2.1.5. Domestic cleaning service | | | |
| 2.1.6. Consumable Supplies | | | |

| | | | |
|------------------------------------|--------------|---------------|---------------------------------|
| 2.2. Maintenance | State | Lessor | Estimated cost per month |
| 2.2.1. Internal maintenance | | | |
| 2.2.2. External | | | |
| 2.2.3. Garden (if applicable) | | | |
| 2.2.4. Air conditioning | | | |
| 2.2.5. Lifts | | | |
| 2.2.6. Floor covering: normal wear | | | |
| 2.3. Rates and Insurance | State | Lessor | Estimated cost per month |
| 2.3.1. Municipal rates & Increases | | | |
| 2.3.2. Insurance & Increases | | | |
| 2.3.3. SASRIA insurance & Increase | | | |
| 2.4. Other Responsibilities | State | Lessor | Estimated cost per month |
| 2.4.1. Contracts costs | | | |
| 2.4.2. Stamp duty | | | |
| 2.4.3. Fire Fighting equipment | | | |
| 2.4.4. Cost of alterations | | | |

| LEASE SUBTOTAL FOR ALL ABOVE GRAND TOTALS WITH ESCALATIONS | | | VAT 15% | TOTAL VAT INCLUSIVE |
|--|--|---|---------|---------------------|
| Year 1 | Total Rentals Head Office: +- 100m ² and 5 parking bays | R | R | R |
| Year 2 | Total Rentals Head Office: +- 100m ² and 5 parking bays | R | R | R |
| Year 3 | Total Rentals Head Office: +- 100m ² and 5 parking bays | R | R | R |
| TOTAL BID PRICE VAT INCL. | | R | R | R |

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDERS DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

| | |
|-----|----|
| YES | NO |
|-----|----|

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |

2.2

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

| | |
|-----|----|
| YES | NO |
|-----|----|

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors/trustees/shareholders/members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract?

| | |
|-----|----|
| YES | NO |
|-----|----|

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

| | |
|-----------|----------------|
| | |
| Signature | Date |
| | |
| Position | Name of bidder |

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|--|--|
| Woman | N/A | 5 | N/A | |
| Promotion of SMME's | N/A | 10 | N/A | |
| Youth | N/A | 3 | N/A | |
| Disabled | N/A | 1 | N/A | |
| Locality | N/A | 1 | N/A | |
| | | | | |
| | | | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

| | |
|---|-------------------------|
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |

TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The PANSALB is looking for new buildings/facilities/properties to be utilized as Corporate Office Space for the **SISULU SESISWATI NATIONAL LEXICOGRAPHY** and implementation of the Pan South African Language Board (PanSALB) mandate. The facility should be located in the Nelspruit area within a minimum of 7km radius and a maximum 10km radius from **39 Brown Street, Nelspruit.**
- 1.2 The PANSALB invites suitably qualified and experienced Property Developers/Investors or Facilities Management service provider(s) to submit the proposal for the leasing of their office accommodation facilities/properties' for the SISULU SESISWATI NATIONAL LEXICOGRPAHY Offices to run its day-to-day office space requirements.

2 FUNCTIONS OF THE PANSALB

- 2.1 The Pan South African Language Board (PANSALB) is therefore the strategic constitutional institution mandated to support, promote, and protect all the languages used in the country to ensure an environment that is conducive to effective multilingualism.

3 OBJECTIVES AND PROBLEM STATEMENT

- 3.1 The Batho Pele policy sets out standards that government should maintain with regards to service delivery. There are clear implications of this policy for the design and management of government office buildings, including:
- (a) Providing adequate, well-designed, and marked reception and public service areas so as to enable the general public to access the required services promptly and with ease;
 - (b) Ensuring that government facilities used by the general public can be easily used by everyone, including old people and people with disabilities.

4 WHAT GAVE RISE TO THIS REQUIREMENT

- 4.1 The SISULU SESISWATI NATIONAL LEXICOGRAPHY office building at 39 Brown Street lease has expired and the office space cannot accommodate all officials and other storage requirements.
- 4.2 The utilities costs that the PANSALB is paying are extremely high due to old fittings and fixtures in the building. The building has more than 300 individual air conditioners, which uses a lot of energy.
- 4.3 The shortage of storage facilities in the Silulu Sesiswati building results in poor housekeeping. The organization handles a lot of paper, which is usually stored in boxes as active files. Most of the files have to be stored in an easily accessible storage facility and passages.
- 4.4 The successful service provider will be required to sign a contract with the PANSALB for the leasing of office accommodation specified under this Terms of Reference and agreeing to clearly identified service levels.

5. METHODOLOGY AND SCOPE OF WORK

- 5.1 The scope of this project will include the provision of new Office accommodation for the SISULU SESISWATI NATIONAL LEXICOGRAPHY as outlined below in stage one and stage two and as per attached office needs requirements

6. DURATION OF APPOINTMENT

- 5.2 The duration of the contract will be for 3 years with an option to renew or extend upon expiry of the lease.

7. GUIDELINES FOR RESPONSE

- 7.1 The Professional Service Provider should demonstrate the following:
 - (a) Relevant skills, and experience in well-established facilities management services i.e. provision of leasing office accommodation ;
 - (b) Proximity to the SILULU SISESWATI within a minimum of 7km radius and maximum 10km radius from 39 Brown Street;
 - (c) The property should have access to public transport (Buses and Taxis).
 - (d) The property size should be of a minimum of 100m² and 5 parking bays.
- 7.2 The service provider must demonstrate how all landlord responsibility outsourced services i.e. building maintenance, cleaning services, security services, etc will be provided to the SILULU SISESWATI.

- 7.3 Submit a detailed maintenance plan for all planned and unplanned building maintenance services.
- 7.4 Submit Facility Management Team to be responsible for the day-to-day management of the facility.
- 7.5 Submit a detailed Project Methodology/Project Plan or Development Implementation Plan with fixed deliverables and timelines. A detailed explanation of the methodology and approach that will be followed to conduct and deliver the required new Office accommodation for the SILULU SISESWATI.
- 7.6 You are invited to submit your proposal because PANSALB has already conducted a site inspection to verify the property descriptions, location, accessibility, main roads, etc based in South Africa and has/demonstrated the ability and capacity to deliver the project within 2-3 months of award by the PANSALB.

NB: Skilled and experienced team members to execute the range of activities and tasks specified in the terms of reference with integrity in a professional manner. This should include the CV's of the project team that will service the PANSALB account. Project team members indicated in the tender should perform the work for the SILULU SISESWATI.

8. PRICE

- 8.1 Detailed financial proposals will be used for the award of the contract.

7. EVALUATION CRITERIA

STAGE ONE – MANDATORY REQUIREMENTS

NOTE: A BIDDER WHO FAILS TO MEET THE BELOW MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

| | |
|--|--|
| Administrative compliance | |
| 1. Technical proposal | |
| 2. Completed and signed SBD;s documents (SBD3.1, SBD4, SBD 6.1). | |
| 3. Tax clearance certificate or SARS Tax status certificate with PIN or CSD Registration report | |

| MANDATORY REQUIREMENTS (1) | Comply (Yes/ No) |
|---|---------------------|
| <p style="text-align: center;">1. PROPERTY OWNERSHIP</p> <p>The bidder must be the owner of the property leased. If the owner provides the power of attorney to act on his/her behalf a copy of the power of attorney must be included in the submission of the bid.</p> <p>A signed deed of sale agreement will be considered for property that is sold to one entity to the other.</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> • Certified copy of the Title deed if the owner is directly bidding <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • If acting on behalf of the owner attach both a certified copy title deed and a copy of the power of attorney/ signed mandate letter <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Signed deed of sale agreement by both the buyer and seller | |
| <p style="text-align: center;">2. PROPERTY SIZE</p> <p>Gross Leasable Area (GLA) of a minimum of 100m² for occupation.</p> <ul style="list-style-type: none"> • minimum of 100m² for office space; <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • minimum of 5 easily accessible undercover parking bays in the same premises of the proposed building | |
| <p>Compliance Requirement</p> <p>Property prospectus to be attached which must highlight the following:</p> <ul style="list-style-type: none"> • Schematic drawings/ design concept plans • GPS location • Physical address • Stand/ERF number | |
| <p style="text-align: center;">3. CONDITION/ REQUIREMENTS OF THE PROPERTY</p> <p>The property must meet all relevant legislative requirements.</p> <p>Bidder must provide certification of compliance in relation to the following prior occupation:-</p> <ul style="list-style-type: none"> • OHS requirements • Electrical requirements • Fire requirements • Universal access, it must accommodate people with disability, internally and externally in compliance with relevant Acts | |

| | |
|---|--|
| <p>NB: All of the above will be required before occupation and signing of the SLA</p> <p>Compliance requirements:</p> <p>The bidder is required to submit a letter of undertaking/commitment to comply with all the listed certificates on submission of the bid.</p> | |
| <p style="text-align: center;">4. LOCATION OF PREMISES</p> <p>The facility and office space should be located in Nelspruit, Mpumalanga Province within or proximity of 39 Brown Street in Nelspruit or within a minimum of 7km radius and a maximum 10km radius from 39 Brown Street.</p> <p>Compliance Requirement</p> <ul style="list-style-type: none"> • Physical address and GPS coordinates | |
| <p style="text-align: center;">5. BUILDING SUPPORT SERVICES</p> <p>The following services must be available on occupation with backup facilities for business continuity:</p> <ul style="list-style-type: none"> • Water • Electricity • Sanitation • Refuse removal services <p>NB: All relevant documentation from the relevant municipality confirming that all services are fully paid before occupation (Municipal clearance).</p> <p>Compliance requirement</p> <p>The bidder is required to submit a letter of undertaking/commitment to comply with all the listed requirements on submission of the bid.</p> | |

Functionality will be evaluated at the following scales:

| VALUE | DESCRIPTION |
|------------------|--|
| 5- Excellent | Meets and exceeds the functionality requirements |
| 4- Very Good | Above-average compliance with the requirements |
| 3- Good | Satisfactory and should be adequate for the stated element |
| 2- Average | Compliance with the requirements |
| 1- Non Compliant | Does not comply with the requirements |

12.3 STAGE THREE – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

| CRITERIA | MAXIMUM POINTS |
|--------------------|----------------|
| Price | 80 |
| B-BBEE | 20 |
| Grand Total | 100 |