



TRANS-CALEDON TUNNEL AUTHORITY

TCTA was established by Government Notice No 2631 in Gazette No 10545 dated 12 December 1986 and then revised by Government Notice No 277 in Gazette No 21017 dated 24 March 2000

It is a specialised liability management body for bulk water supply development in the most cost-effective manner to the benefit of the water consumer.

TCTA is based in Centurion.

For more information on TCTA, please visit our web site www.tcta.co.za

REQUEST FOR TENDER

RFT NO: TCTA /2011/FM/001

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF
A TURNKEY PROJECT FOR THE SUPPLY OF A GRADE OFFICE
ACCOMMODATION MEASURING 5000 m² FOR A PERIOD OF 5
YEARS IN THE CENTURION AREA**

REQUEST FOR TENDER ISSUING DATE: 1 February 2012

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0. CHECK LIST

CHECK LIST		
SECTION	DESCRIPTION	YES / NO
General	Have you read through the proposal and do you understand what is required from you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the numbering system of the submission correspond with:- <ul style="list-style-type: none"> • The Table of Contents and the • Technical Proposal 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you read through the RFT and understand what is expected from you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 1	Have all Documents in TCTA's Standard Terms of Tender (EDA templates:- Annexures A to G) been completed and all required documentation been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 2	Has a signed off copy of this RFT been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 3	Have you complied with all Appendix A requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 4	i) Has a colour brief of the proposal been attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ii) Have all TCTA's requirements of the floor layout been met in your floor layout proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 5	Have the approved building plans relating to the proposal been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 6	Have the beneficial rental proposal been included?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 7	Has the proposed diesel Generator solution including the proposal of the existing 70 KVA generator (i.e. trade value or reuse) been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 8	Has the proposed UPS solution including the proposal of the existing 60KVA UPS system (i.e. trade value or reuse) been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 9	Has the air-conditioning proposal been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 10	Has the CV of the proposed space planner been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 11	Has proof that the Bidder is capable of undertaking a full turnkey project been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 12	Has proof of funds been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 13	Has all necessary maps relating to the accommodation location been included in your submission?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Envelopes	Has the Technical Specification (Envelope A) and your financial proposal (Envelope B) been separated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has Appendix D been included in the financial proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>IF YOU ANSWERED YES TO ALL OF THESE QUESTIONS YOUR PROPOSAL IS READY FOR SUBMISSION.</u>		

00. DEFINITIONS

DEFINITION	EXPLANATION
Award date	The date the tender is awarded which is 1 May 2012 or earlier. The building has to be available for renovations.
A Grade Building/ Office	Building not older than 6 years, or newly built or renovated buildings where the renovations undertaken are not older than 2 years.
Bidder/s / Service Provider/s	Service providers for the purposes of this tender means any person/s, individuals / organisations / developers/ property management companies/ brokers/ landlords / asset managers, who submit a compliant tender in response to this RFT.
Building Availability date	12 weeks prior to occupation date
Building renovations/ Fitting out	Construction of all requirements defined in TCTA's user requirements
Churn	Relocation of employees, furniture, equipment, etc.
Occupation date	Latest 1 July 2012. TCTA to start office move from the existing accommodation to the new building following a phased approach.
One storey or higher building	Building that has more than a single floor
Single tenanted	Single building occupied by one tenant and exclusive use by that tenant of the common areas, ablution facilities and all passages in that building and public areas e.g. entrances to and from the building. Separate buildings are not allowed whether linked through skywalks or joined in any other way.
URS	User Requirements Specifications.

1. SPECIAL CONDITIONS OF TENDER

- Tender Number** : TCTA/2011/FM/001
- Title of this RFT** : Appointment of a Service Provider for the provision of a Turnkey Project for the supply of A Grade Office Accommodation measuring 5000 m² for a period of 5 years in the Centurion area
- Compulsory Briefing** : YES
- Date and time** : Tuesday, 7 February 2012 at 10:00 at TCTA's Offices
- RFT Closing Time & Date** : Thursday, 16 February 2012 at 14:00
- Delivery Address** : Proposals must be hand delivered at TCTA's offices located at the address indicated below and addressed to **The Receiving Officer**, and marked **RFT No: TCTA/2011/FM/001 Technical Proposal (Envelope A) and Financial Proposal (Envelope B)** on or before the closing date and time:
- 265 West Street
Tuinhof Building
Stinkhout Wing
First Floor
Centurion
0046**
- Originals to be submitted** : 1 Original Technical Proposal (Envelope A)
1 Original Financial Proposal including a soft copy on CD-R in Excel format only (Envelope B)
- Copies to be submitted** : 6 (six) copies of the Technical Proposal (Envelope A)
0 (zero) copies of the Financial Proposal
- Tender Validity Period** : 90 calendar days commencing from the RFT closing date

2. SCOPE OF WORK

The scope of work for this procurement involves the following:

- Supply of about 5000m² (five thousand square meters, with an allowable deviation of 2% either way will be acceptable) of A-grade office accommodation on a 5-year renewable lease basis
- Renovation of the office space as per user requirements specification (URS) detailed herein
- At least 225 parking bays of which 75% of the bays must be basement and shaded parking where basement parking is not less than 45%.
- Provision and installation of a suitable backup generator and UPS power for the building.
- HVAC in compliance with Occupational Health and Safety, 1993 (Act 85 of 1993).
- Fire detection and prevention installation in accordance with SABS 10139.
- Relocation of 160 employees (current)
- Backup water supply for 200 employees (at proposed building) that will last for a week
- Management of subcontractors for the following activities:-
 - Technical Security
 - Installation of PABX system
 - Relocation of existing IT CISCO Network Kit
 - Network and Cabling
 - Relocation of existing IT equipment, the Blade Server Centre
 - Installation of a Videoconference centre
- Procurement of any additional furniture requirements and repairs to existing furniture.
- Re-instatement of the office space located at 265 West Avenue whose details are as follows:-

Stinkhout Building Lease measuring 2140.67m²

- Ground floor 548.43m²:-
 - Meeting Rooms and lounge area fully carpeted 500 m², laminated floor 10m², ablution facilities 20.96m² and kitchen 17.47 m²
 - Balcony measuring 48 m² and not included in the 548.43m²
- North side 1st floor 940.10m²:-
 - Reception area measuring 125m² and fully carpeted.
 - Laminated floor measuring 5m².

- Two kitchens fully tiled. Kitchen A on the South side measures 9m² and kitchen B on the North side Measures 18 m².
 - Total office area measuring 788.10m² and fully carpeted.
 - Balcony on the South side measuring 12 m² and on the North side measuring 15m², not included in the 940.10m².
- 4th floor 599.42m²:-
 - Entrance passage to floor fully tiled measuring 24m²
 - Kitchen fully tiled and measuring 8m²
 - Office area measuring 567.42 m² and fully carpeted.
 - Balcony on the South side measuring 20m² and on the North side also measuring 20m², not included in the 599.42m².
- Store rooms in Stinkhout Building's basement measuring 52.72m²

Karee Building 1378.50m²

- 1st floor 709.50m²:-
 - Office area 609m², Meeting rooms 20m² all fully carpeted
 - Tiled kitchen A measuring 8m² and tiled kitchen B measuring 6m²
 - Balcony on the South side measuring 12m² and on the North side measuring 12m², not included in the 709m².
- 2nd floor 689m²:-
 - Office area 639.50m², Rest area 10m², Meeting rooms 40m² all fully carpeted.
 - Tiled kitchen A measuring 20m² and tiled kitchen B measuring 6m²
 - Balcony on the South side measuring 12m² and on the North side measuring 12m², not included in the 689.50m².
 - Store rooms in Karee Building Basement measuring 35m².

The bidder/s will be afforded the opportunity to inspect the buildings.

2.1 MINIMUM COMPLIANCE REQUIREMENTS

Failure to meet any of the following non-negotiable requirements will lead to the disqualification of the bid.

- Minimum of A-Grade office accommodation
- Single tenanted buildings only

- The Centurion area between the N14 and Jean Avenue, along the N1 including Eco Park. Refer to **Attachment A**.
- The building proposed in the Bid / Proposal must be available upon award which is 1 May 2012 and upon the occupation date of 1 July 2012.
- Occupation date: 1 July 2012
- Only one Proposal/ Bid may be submitted per Service Provider. If more than one proposal is submitted by or on behalf of a Bidder /Service Provider then all proposals of that respective Bidder / Service Provider will be disqualified.
- If a Bidder /Service Provider elects to use the services of a managing agent, broker, asset manager, property management company, etc, then that Bidder/ Service Provider and managing agent will be limited to one proposal only. If more than one proposal is submitted by a managing agent on behalf of different clients then all such proposals submitted by that managing agent will be disqualified.
- TCTA will only occupy the proposed office accommodation once all its requirements relating to the construction as per the User Requirements Specifications (URS) have been met and an Occupational Certificate has been issued.
 - If building is one storey or higher then lifts will have to be provided.
 - Adherence to all standards and all governing legislation for disabled persons e.g. wider door access, ramps, paraplegic toilets etc.
 - All the bids/ proposals which fail to meet with the submission instructions will be rejected as non-compliant bids.
 - Submission of costing proposal **not** on a **CD-R** and **not** in Excel format 2003 or later version.
 - Submitting the Technical proposal and the Financial proposal in the same/ one envelope.
 - For the Technical proposal the following score is required:-
 - A total of 25 points is allocated for section **3**. Should bidder/s / Service Providers obtain a score of less than 25 points for Section **3**, the bid will be disqualified.
 - A total of 25 points is allocated for section **4**. Should bidder/s / Service Providers obtain a score of less than 25 points for Section 4ii) the bid will be disqualified.
 - The remainder of the points are awarded as follows:- Section 4i) (2 points), Section 5 (3 points), Section 6 (6 points), Section 7 (1 point), Section 8 (1 point), Section 9 (1 point), Section 10 (2 points), Section 11 (3 points), Section 12 (1 point) and Section 13 (5 points).

Should a bidder/s / Service Providers obtain a score of less than 65 points in aggregate out of 75 points for the entire Technical Solution, the bid will be disqualified.

2.2 LEASE AND SPACE REQUIREMENTS

Gross lettable area: 5000m² (five thousand square meters) with an allowable deviation of 2% either way will be acceptable. **Storage can be in basement but in total space must add up to 5000 m² (+-2%).**

Lease period: 5 years from the Building Availability Date, with an option to renew the lease at the expiry of the lease period at the discretion of TCTA.

Project capital cost payment: Cost of the capital portion of the project will be paid by TCTA when each milestone of the project has been achieved. Project milestones will be negotiated with the successful bidder once the tender has been awarded.

Open areas: Minimum of 100m² of Gardens or water features.

2.3 BUILDING SPECIFICATIONS

- The building must comply with the following legislation, regulations and standards
 - Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended
 - The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040).
 - The Municipal by-laws and any special requirements of the local supply authority
 - The local fire regulations
- Internal pillars must be located on the centreline of partitioning or at centre point of workstations in open plan offices
- Façade: - demonstrable low maintenance façade.(Gamma Zenith Coating, face brick or similar)
- External windows with aluminium window frames.
- 90% of ceiling height to be between 2.65 – 3.5 meters

2.4 INTERNAL OFFICE ACCOMMODATION SPECIFICATIONS AND REQUIREMENTS

Unit	Specification (Refer to URS for sizes)
Assessment Centre	A 50m ² room fully carpeted with high durability carpet tiles, constructed of noise reducing drywall partitioning where HR assessments can be under taken. A 5 seater fully air-conditioned fitted out with TCTA's existing furniture. Installation of two 2meters x 1meter white boards.
Boardroom	121 m ² conference room fully furnished using TCTA's existing

Unit	Specification (Refer to URS for sizes)
	<p>furniture and carpeted with executive carpets. Existing furniture has to be used where reasonably practical. Total construction out of noise reducing drywall partitioning. Inside and outside of the drywall must be covered in a high durable wall paper. Colours of wall paper will be decided upon with the successful bidder. Dedicated aircon system, dropped ceiling with executive down lights.</p> <p>Proposed scope to meet TCTA's existing layout.</p>
CEO's Office	<p>Office measuring 40m². Floor to ceiling height glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Fully carpeted with executive carpets and existing furniture has to be used. Wall paper to be applied to the inside of the office area. Colours schemes will be decided upon with the successful bidder.</p>
CEO's Lounge	<p>16m² lounge wall paper, carpets and fittings to match the CEO's office specifications.</p>
CEO's Office suite	<p>5 offices each office to be 20m² in size, wall paper, carpets and fittings to match the CEO's office specifications.</p>
Double volume meeting room (2 meeting rooms must be able to be consolidated into 1)	<p>Various sizes as per URS. Meeting rooms fully carpeted with high durability carpet tiles and separated by a fold up noise reducing glazed glass and aluminium frame partition. Floor to ceiling glass panels, glass door and drywall partitioning. Glazed glass panels 80%, and drywalling 20% of construction. Drywall must be painted with a high sheen washable PVA paint. Colours schemes will be agreed upon with the successful bidder. Existing furniture to be used.</p>
Executive Manager's Office	<p>Office measuring 25m² and fully carpeted with executive carpets. Floor to ceiling glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Drywall and walls must be painted with a high sheen washable PVA paint. Colours schemes will be agreed upon with the successful bidder.</p>
Filing rooms	<p>Various sizes. Refer to URS. All filing rooms must be constructed to National Archive and Records Services (NARS) specifications. Successful bidder to install shelving as per TCTA's requirements under the provisional sum. This to be agreed upon with the successful bidder.</p>

Unit	Specification (Refer to URS for sizes)
Filing room ESS	Filing room 75 m ² must be constructed to National Archive and Records Services (NARS) specification and existing filing zippie units must be used.
Fish Bowl	100m ² area enclosed by full length glass partitions and a glass door. High durable carpet tiles. Areas that need painting must be painted with high sheen washable PVA paint. 8 workstations. Colours schemes will be agreed upon with the successful bidder. Furniture specifications will be decided upon with the preferred bidder.
Kitchen	12m ² enclosure by sound proof dry wall partitioning or glass panels. Drywall panels must be painted with a high sheen washable PVA paint. Colour schemes will be decided on with the successful bidder. Water and waste reticulation for dishwasher and double sink, power supply for microwave and appliances, water cooler, 240 litre fridge, granite tops, tiled floor and walls, builtin cupboards with maple finish. Stainless steel appliances must be included in the costing e.g. 240 litre fridge, 1200 watt micro wave oven, 14 place dishwasher, 2 slice toaster, 25 litre wall mounted urn, 5 litre water cooler unit. 5 under counter cupboards, 1 broom cupboard 6 overhead cupboards. Single sink, with hot and cold water mixer. Proposed scope to meet TCTA's current layout.
Meeting room CEO	Floor to ceiling height glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Fully carpeted with executive carpets and existing furniture has to be used. Wall paper, carpets and fittings to match the CEO's office specifications. Colours schemes will be decided upon with the successful bidder.
Meeting rooms other departments (excluding double volume meeting rooms)	Meeting rooms to be constructed of Drywall partitioning, glass door and a floor to ceiling height 400mm width glass panel next to door. Fully carpeted with high durable carpet tiles. Drywall panels must be painted with a high sheen washable PVA paint. TCTA will decide upon the specification with the successful bidder.
PMID Board Room	Board room to be constructed of Drywall partitioning, glass door and a floor to ceiling height 400mm width glass panel next to door. Fully carpeted with high durable carpet tiles.

Unit	Specification (Refer to URS for sizes)
	Drywall panels must be painted with a high sheen washable PVA paint. TCTA will decide upon the specification with the successful bidder.
Snr Manager's Office	20m ² enclosed office area fully carpeted with high durable carpet tiles. Floor to ceiling glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Drywall must be painted with high sheen PVA paint. Colours schemes will be agreed upon with the successful bidder. Existing furniture will be re-used.
TCTA Meeting rooms	A 30m ² conference hall or conference room fully furnished using existing TCTA's furniture and carpeted with executive carpet tiles. Floor to ceiling glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Drywall and internal walls must be covered in wall paper. Colours schemes will be agreed upon with the successful bidder.
Open Plan workstation	A workstation with no structural enclosures below ceiling height. In an Open Plan Environment, upholstered screens are to be used, either floor-based or desk-based, on one or 2 sides of the workstation, depending on the space planning, at a height of 1200 mm including adjuster foot, from the floor. Workstations are to be clustered in groups of 4 or 6. Size of workstation is 2.4 x 1.8 meters. Walls must be painted with a high sheen washable PVA paint. High durable carpet tiles to be fitted in open plan area. Colours schemes will be agreed upon with the successful bidder.

2.5 PARKING REQUIREMENTS

- Minimum of 225 parking bays which should cover a mix of:-
 - 75% of basement and shaded parking where basement parking is not less than 45%
 - The remaining 25% can either be basement, shaded or open parking.
 - Maximum of 5% of the total parking bays should be disabled parking.

2.6 ELECTRICAL REQUIREMENTS

- Electrical Installation to meet SANS 10142 and Code of Practice – Interior Lighting SABS 0114:1996 – Part I

- Separate cable trays in the ceiling for Electrical and IT cables
 - Where applicable, cable trays under desks must be 300 mm wide. All cable trays to be equal or similar to O-line grid span. Sufficient ducting from cable tray installation is to be provided. Such ducting will terminate in power skirting to the required points.
 - Installation of electrical reticulation as per the following requirement:
 - 2 SSO (Single Standard Outlet), white and 2 DSO (Dedicated Single Outlet), red plug points per office
 - 6 SSO, white and 6 DSO, red plug points in photocopier rooms
 - 4 SSO, white and 2 DSO, red plug points in meeting rooms
 - 8 SSO, white plug points in all kitchens
 - 4 three phase plugs in the server room
 - The minimum 'power' requirement for each workstation is SSO and DSO.
 - The minimum IT requirements for each workstation are 1 Data (Cat 6 blocks) and 1 Voice (Cat 6 blocks) points.
 - The building must have sufficient lightning protection.
 - Lighting must comply with recommended OHS Act LUX levels and;
 - Energy saving light bulbs and sensors should be installed in Boardrooms, Meeting Rooms, Filing Rooms, Store Rooms & Server Room, which turn off lights when the areas are unoccupied;
 - Emergency lighting to relevant SABS specification
- **A Certificate of Compliance (CoC) must be provided once the building has been fitted out.**

2.7 BACKUP POWER SUPPLY AND UNINTERRUPTED POWER SYSTEM

The successful Bidder/ Service Provider will only be responsible for the supply, installation and maintenance of the equipment.

- **Backup Power Supply**

The bidder must price in an appropriate size diesel generator and specify the power rating according to the following requirements:

- All workstations (75 desktops and 175 laptops).
- All IT equipment and only server room air conditioners app. 50 amps
- All photocopiers. 11 photocopiers.
- All security and surveillance systems. Covering a 50 channel DVD recorder, 50 (fifty) 360° CCTV cameras, 30 access card readers and the access control computer.

- Emergency lights. **The lights has to be speced according to the bidder/s layout of the building including SABS minimum requirements.**
- The fuel tank must have a capacity for refuels to take place after 72 hours of continuous operation. Automatic notification is required via SMS when generator starts up, switches off and when fuel level is at the ½ and ¼ full level. Refuels to be done safely while the generator is still in operation.
- **Uninterrupted Power Supply**
 - Load carrying time 30 minutes
 - The following areas must be provided with Uninterrupted Power Supply. The bidder must quote for the appropriate UPS and specify its power rating system;
 - 10 computers in the Fish Bowl, (area/ section of office enclosed in a glass cubicle), and
 - Server room equipment excluding server room air conditioner power consumption at 50 Amps.
 - Notification by SMS when unit starts up.

2.8 HVAC (HEATING, VENTILATION AND COOLING)

- 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, with all maintenance undertaken by the successful bidder through the period of the lease.
- Most cost effective solution to be recommended by bidder for comfort cooling thus ensuring that the temperature in the work areas can be controlled and maintained at all times.
- Natural ventilation to be provided to all areas and in all offices, i.e. opening of windows where reasonably practical.
- Air conditioners must be zoned and must be able to be switched off when areas are not in use.
- Timers to be installed and units to be switched on automatically at 6:00 and switched off at 18:00 during the week.
- Individually controlled air conditioners must be installed in individual offices, Board and meeting rooms.
- Cooling to be provided to the entire open plan office. 2 temperature sensors must be installed for every 400 m² of open plan office space.
- Humidity control to be provided in office areas.

2.9 FIRE DETECTION AND PREVENTION

- Minimum requirements as per SABS 10139 requirements

- Capability to monitor unit remotely via internet.
- Notification by sms of any alarms

2.10 CHURN / RELOCATION OF TCTA TO NEW PREMISES

- Relocation of 160 employees, all equipment, etc, from TCTA's current location to the proposed location.
- 50 additional workstations will be provided by TCTA to allow staggered relocation of employees. Relocation from old working area to new working area will be by simply moving personal belongings. A maximum of one day's disruption per employee will be allowed.

2.11 BUILDING INFRASTRUCTURE

- **Backup Water Supply**
 - Backup water supply for 200 people that will provide a constant uninterrupted supply of water for 5 days to all ablution facilities and kitchens in the event that municipal water services are temporarily disconnected due to construction etc. **Backup water supply must be drinkable.**
- All walls and drywall partitioning must be painted in a high sheen washable PVA paint. Colours will be agreed upon with the successful bidder.
- TCTA may, under separate contracts, install its own sanitation equipment, toilet roll holders, soap dispensers, hand driers and paper hand towels dispensers.
- Toilet facilities for people with disability (Clients and Staff) have to be provided for according to National Building Regulations, SANS 0400.
- Partitioning/ Drywalling Requirements
 - Office sizes as per TCTA's User Requirements refer to Appendix B1 and B2.
 - Glazed glass panels 80% of construction and drywalling 20% of construction, to ceiling height is to be used for all boardrooms, meeting rooms, kitchens, offices. (Where there is brickwork, drywalling will meet up to the brickwork).
 - Main boardroom to be designed around the existing TCTA main boardroom furniture, layout and feel.
 - In reception and meeting rooms, walls are to be acoustically treated.
 - Drywalling to ceiling height, with glazed panels are to be used in areas of internal division in accordance with space planning recommendations.
 - Skirting and top trim to drywalling; and door frames are to be natural anodized aluminium in general office areas.
 - Timber skirting and timber door frames and architraves are to be used in public areas and meeting rooms.

2.12 WALLS, FLOOR, WINDOW AND CEILING FINISHES

- Vinyl wallpaper is to be installed to public areas and to other areas as is deemed necessary.
- 8mm, Heavy duty commercial carpet tiles (of a high quality and durability) are to be used throughout the open plan office areas and public areas.
- 12mm laminated flooring is to be used where appropriate within the space planning and conceptual recommendations.
- A grade ceramic tiles are to be used in kitchens, toilets and in open areas where/ if there is water supply.
- 2mm semi flexible Tuff Floor / Vinyl Tiles are to be used in filing rooms, store rooms and copy rooms.
- An anti-static floor treatment is to be installed to the server room.
- In general office areas (both individual and open plan), kitchens and special purpose space, acoustic ceiling tiles will be used, dropped into a suspended grid.
- All windows to be fitted with Venetian wooden blinds.

2.13 TECHNICAL SECURITY

- TCTA has made a provision for technical security. The successful bidder will have to project manage the installation and the payment process for the service provider.

2.14 INFORMATION TECHNOLOGY

2.14.1 PABX System

The successful bidder will have to manage TCTA's existing service provider for the installation of the PABX system and the payment process once the work has been completed.

2.14.2 Relocation of existing IT Cisco Network Kit

The successful bidder will have to manage TCTA's existing service provider for the transfer and installation of the existing Cisco Network Kit and the payment process once the work has been completed.

2.14.3 Network and Cabling

The successful bidder will have to manage TCTA's existing service provider for the installation of the Network Cabling and the payment process once the work has been completed.

2.14.4 Relocation of existing IT equipment, the Blade server centre

The successful bidder will have to manage TCTA's existing service provider for the relocation of the existing IT equipment, the Blade Server Centre and procuring additional server racks and the payment process once the work has been completed.

2.14.5 Videoconferencing

The successful bidder will have to manage TCTA's existing service provider for the installation of the Videoconferencing facilities and the payment process once the work has been completed.

2.15 PROCUREMENT OF FURNITURE

For any additional furniture requirements and repairs to existing furniture a provisional sum allowance for this requirement has been provided for. The successful bidder will have to procure any additional furniture or refurbish any existing furniture identified by TCTA. TCTA will only pay the service provider once the goods or services have been delivered and fitted as per TCTA specifications.

2.16 REINSTATEMENT OF EXISTING BUILDING (265 West Avenue)

The existing office building must be re-instated and handed back to the landlord as a clean empty white shell within 1 month after TCTA has vacated the offices. **The offices must be re-instated by 31 August 2012, non-negotiable.**

TCTA is currently leasing office space situated at 265 West Avenue, Tuinhof Building Stinkhout and Karee Building from Eris Properties which totals to 3519.17m².

3. SUBMISSION REQUIREMENTS

The following submission instructions listed in the table below must be adhered to.

Proposals must be packaged and numbered in accordance with the numbering set out in the table below and each bid must be compiled in a book format.

ENVELOPE A: TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS	
Section 1 (Completed Forms from TCTA's Standard Conditions of Tender)	Annexure A:- Covenant of Integrity
	Annexure B:- Bribery and Corruption Declaration
	Annexure C:- Enterprise Information Affidavit (including company registration documents and cancelled cheque)
	Annexure D:- Enterprise Information
	Annexure E:- BBBEE Scorecard and Certificate
	Annexure F:- Company registration documents.

ENVELOPE A: TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS

	Annexure G:- Names of shareholders; directors and/or individual beneficiaries and trustees in case of a trust being the shareholder.
Section 2	Signed copy of this RFT indicating that the bidder/s / Service Provider/s understands what is required and that the bidder accepts all TCTA's terms and conditions of this tender.
Section 3	Completion of Appendix A with all relevant information attached.
Section 4	<p>i) Bidder/s / Service Provider/s to submit a colour brief on the proposed building</p> <p>ii) Floor layout showing that the space requirements have been met. Refer to Appendix B1 and B2 for TCTA's space requirements.</p>
Section 5	Copies of Building certificates showing that the building complies with all the relevant legislative requirements
Section 6	Bidder/s / Service Provider/s will have to reduce to writing on the bidding company's letterhead, signed off by the bidding company's duly authorised representative, the proposed beneficial rental.
Section 7	Proposed diesel generator solution.
Section 8	Proposed UPS solution.
Section 9	Air conditioning solution
Section 10	Space planning CV of space planner
Section 11	Full Turnkey Project Letters from bidder/s / Service provider/s of previous or current tenants on the bidder/s / Service provider/s tenants letterhead stating that the bidder has the necessary capacity to undertake a full Turnkey Project covering; Electrical, Backup power (generator), Mechanical, air-conditioning, building renovations, CCTV, Access control installations and installation of a complete IT network including the supply of equipment. The value of the project cost should also be included.
Section 12	Proof of funds:- Audited Financials or Bank comfort letter or equivalent from a recognised banking institution/s (institution must be recognised by the Registrar of Banks under the SA Reserve Bank Act) stating that the bidder will be capable to fund a project in the context of this RFT.
Section 13	Map marked up with the following: <ul style="list-style-type: none"> ○ As close as possible (preferably 500 meters) from public road transport routes (namely, taxi routes and Gautrain bus stops, bus stops) and/ or ○ As close as possible from the Centurion Gautrain Station (preferably 750 meters)

ENVELOPE B: FINANCIAL PROPOSAL

Use TCTA costing sheet, Appendix C that is attached to this RFT. Soft copy of costing template to be submitted on **CD-R** only in Excel format 2003 or later version **only**.

The completed Costing Proposal template **MUST** be signed off by the bidding company's duly authorised representative.

Completion of **Appendix D is compulsory** and must be submitted with the Financial proposal in Envelope B.

4. EVALUATION CRITERIA

Phase 1 Evaluation: Technical Proposal Evaluation

A detailed breakdown of the points is as follows:-

TECHNICAL PROPOSALS SCORING METHODOLOGY		
Section 3	Completion of Appendix A with all relevant information attached.	Refer to Appendix A for a complete breakdown of the scoring methodology used for this section, Section 3. Total score of 25 points. Should a bidder score less than 25 points in this section, the bid will be disqualified.
Section 4	Bidder to submit:- i) colour brief of the proposed building	2 points for submitting a colour brief 0 points for not submitting colour brief
	Floor Submission of Brief ii) Bidder to prepare a floor layout of TCTA's requirements covering the usage of the 5000m2. Refer to Appendix B1 and Appendix B2, TCTA's User Requirements regarding the allocation and usage of the space.	Appendix B1 User Requirements (URS) should be used as guidance in tallying up scores. 1 point will be awarded for adhering to the provision for each and every office, meeting room, open plan area, etc as requested in the User Requirements (URS), The total URS which totals 258 points (as per Appendix B1). 1 point will be awarded for meeting each and every size of each and every office, meeting room, open plan area, etc, as requested in the User Requirements (URS), Annexure B1 which totals 258 points.

TECHNICAL PROPOSALS SCORING METHODOLOGY

		<p>The points for this section totals 516 and will be expressed as a percentage.</p> <p><u>Bidder's score for this Section</u> x 100 Total points of 516 = <u>Bidders score for this section.</u></p> <p><u>Bidders score for this section</u> x 25 100 = <u>Bidders score for this section.</u></p> <p>Should a bidder/s receive a score of less than 25 points for this section the bid will be disqualified.</p>
Section 5	Copies of Building certificates showing that the building complies with all the relevant legislative requirements	3 Points if the approved (by municipality only) building plans are attached. 0 points if no building plans are attached.
Section 6	Beneficial rental proposal	2 months and or greater = 6 points 1 month = 3 points Less than 1 month = 0 points
Section 7	Installation of a diesel generator. Bidder/s / Service Provider/s will have to reduce this to writing on their company letterhead and signed off by the duly authorised person.	<p>1 Point awarded only if the following is covered:-</p> <ul style="list-style-type: none"> • Proposed remedy to this solution, (preferably country of manufacture of the diesel generator to be a South African based company). • Terms of warranty and or service/ maintenance plan. • Back up support and spares for the proposed solution. <p>0 points for not adhering to this requirement or if any of the above is not addressed.</p>
Section 8	Installation of a UPS system. Bidder/s / Service Provider/s will have to reduce this to writing on their company letterhead and signed off by the duly authorised person.	<p>1 Point awarded only if the following is covered:-</p> <ul style="list-style-type: none"> • Proposed remedy to this solution, (preferably country of manufacture of the UPS system to be a South African based company). • Terms of warranty and or service/

TECHNICAL PROPOSALS SCORING METHODOLOGY

		<p>maintenance plan.</p> <ul style="list-style-type: none"> • Back up support and spares for the proposed solution. <p>0 points for not adhering to this requirement or if any of the above is not addressed.</p>
Section 9	Air conditioning solution	<p>Proposed aircon solution</p> <p>1 Point for proposing a cost effective solution. Bidders will have to demonstrate that the solution is cost effective. 0 points for not adhering to this submission requirement.</p>
Section 10	Space planning	<p>CV of space planner. Total of 2 points. Points awarded as follows:-</p> <ul style="list-style-type: none"> • 1 points for attaching a CV 0 points for not. • 1 additional point if the space planner has more than 3 years space planning experience. This has to be highlighted in the CV
Section 11	Full Turnkey Project Letters from bidder/s / Service provider/s of previous or current tenants on the bidder/s / Service provider/s tenants letterhead stating that the bidder has the necessary capacity to undertake a full turnkey project covering; Electrical, Backup power (generator), Mechanical, air-conditioning, building renovations, CCTV, Access control installations and installation of a complete IT network including the supply of equipment. The value of the project cost should also be included.	<p>Total of 3 points awarded. Points awarded as follows:-</p> <p>Project undertaken has to be stated in the context of this RFT (1 point awarded if complied with).</p> <p>Duration of the project has to be stated on the letter (1 point awarded if complied with).</p> <p>Letter must be signed off by the bidding company's previous or current tenant ONLY (1 point awarded if complied with).</p> <p>0 points for not adhering to any of this submission requirements</p>
Section 12	Proof of funds	1 point for adhering to this submission

TECHNICAL PROPOSALS SCORING METHODOLOGY

		requirement in the requested format. 0 points for not
Section 13	<p>As close as possible (preferably 500 meters) from public road transport routes (namely, taxi routes and Gautrain bus stops, bus stops)</p> <p style="text-align: center;">or</p> <p>As close as possible from the Centurion Gautrain Station (preferably 750 meters).</p>	<p>Award as follows:-</p> <p>0 – 500 meter = 5 points 501 – 525 meters = 2 points 526 – 550 = 1 point > 551 meters = 0 points</p> <p style="text-align: center;">Or</p> <p>0 – 750 meter = 5 points 751 – 775 meters = 2 points 776 – 800= 1 point > 801 meters = 0 points</p>
TOTAL POINTS		75

Phase 2 Evaluation: Financial Evaluation

TCTA will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA). The 90/10 scoring methodology will apply. A copy of the PPPFA regulations can be downloaded from www.treasury.gov.za

The weighting of the evaluation criteria is as follows:

Preferential Procurement	= 10%
Price	= 90%

Preference Evaluation (Documents to be included in Envelope A under Section 1)

Completion of Forms from TCTA's Standard Conditions. This Section has a weighting of 10%. The allocation of points is as follows:-

Preferential Procurement Evaluation Criteria: 10%	% Target	Max Score
Scores, (□) = 0.05, (◇) = 0.025 & (▣) = 0.05 (adjust depending on the weighting)		
Control at board level and Ownership		
• Ownership - Black people (◇)	40	1
- Black women (◇)	20	0,5
• Board Members – Black people (◇)	40	1
- Black women (◇)	20	0,5

Preferential Procurement Evaluation Criteria: 10%	% Target	Max Score
Executive Management (people directly reporting to CEO)		
• Black people (□)	20	1
• Black women (□)	10	0,5
Employment Equity (Senior management – people reporting to Executive management)		
• Black senior management (□)	20	1
• Black women senior management (□)	10	0,5
• Black middle management (□)	20	1
• Black women middle management (□)	10	0,5
Skills Development (SD)		
• Expenditure on SD of black people (◇)	40	1
• Expenditure (of payroll) on black students, target 1% of payroll (▣)	20	0,5
Procurement	40	1
Total expenditure on BE, BEE & SMME (◇)		
Maximum Total		10

Financial Proposal Evaluation

This Financial proposal has a weighting of 90%. For the purposes of evaluating the Financial Proposal all operating costs including escalations will be calculated over the period of the tender period (5 years). The capital cost of the project will be added to the final amount.

5. SPECIAL CONDITIONS

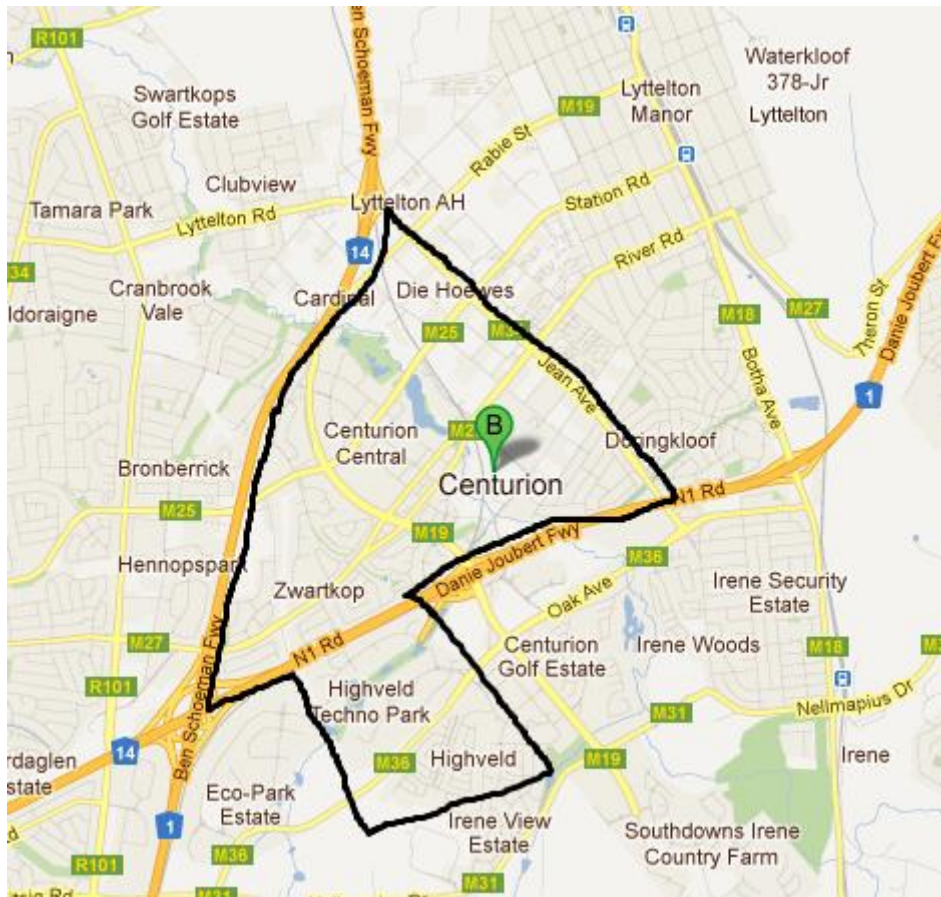
- All the existing furniture will be used where reasonably practical. The successful Bidder will use the provisional sum allowance for furniture to procure additional furniture based on TCTA's specifications and approval thereof.
- It is at TCTA's discretion to continue with a further lease at the end of the lease period with the successful bidder. This will be on newly negotiated terms.
- The scope of work for the Generator and UPS proposals, Section 6 and Section 7 will be respecified once the bid has been awarded.
- Dependant on the final layout of the building upon awarding the bid, TCTA's User Requirements (URS) will be adopted to suit its requirements.
- The bidder will have to conduct an Occupational Hygiene Audit once TCTA has taken full occupation of the accommodation. The bidder will have to remedy all findings.

6. PENALTIES

The Bidder/ Service Provider will be liable for all loss, damage, costs, and claims and suits arising out of its negligent or wilful actions or omissions which may be suffered or incurred by TCTA should the occupancy date not be met following award of the tender.

ATTACHMENT A

The Centurion area between the N14 and Jean Avenue (where these two roads meet), along the N1 including Eco Park as shown on the map.



APPENDIX A

TECHNICAL PROPOSAL

Property Address			0 Points. Additional Information only
Purchase Option		<input type="checkbox"/> Yes <input type="checkbox"/> No	0 Points. Additional Information only
Purchase Cost per m²			0 Points. Additional Information only
SCOPE OF WORK	TCTA's MINIMUM REQUIREMENT	BIDDER/S SUBMISSION INSTRUCTIONS	SCORING
3.1 Accommodation type	A Grade Building	Marked as Section 3, 3.1 , the bidder will have to attach written proof (signed off by the bidder/s duly authorised person) of the age of the building.	Building age:- 1 – 2 years 11mths old = 3 points 3 – 4 years 11 months old = 1 points Older than 5 years = 0 points. Failure to attach proof of the age of the building will result in the bid being disqualified.
3.2 Accommodation Location	Accommodation has to be situated in the Centurion area between the N14 and Jean Avenue, along the N1 including Eco Park. Refer to Attachment 1 for the geographical area.	Marked as Section 3, 3.2A , the bidder will have to attach a map with the proposal highlighted on the map.	Automatic disqualification if TCTA's minimum requirement is not met.
	Accommodation to be within walking distance from all public transport and the Gautrain (maximum of 750 meters) and or along the Gautrain bus routes with a walking distance of not more than 500 meters	Marked as Section 3, 3.2B , the bidder will have to attach a map with the following:- <ul style="list-style-type: none"> • Proposal highlighted on it • Public transport nodes the distance to be 	

		<p>marked in meters on the proposal</p> <ul style="list-style-type: none"> The Gautrain's bus stops with the distance marked in meters on it. 	<p>this has not been done.</p> <ul style="list-style-type: none"> 2 Points for marking the bus routes on the map in relation to the proposed building in meters. 0 points if this has not been done.
3.3 Total area m²	5000 m²	<p>Marked as Section 3, 3.1 the bidder will have to provide written proof of the size of the building.</p>	<p>The bidder will have to provide written proof that the total m² is 5000m² (five thousand square meters) with an allowable deviation of 2% either way will be acceptable). This will have to be reduced to writing on the bidding company/s letterhead and signed off by the duly authorised person of the bidding company and has to be done in this requested format.</p>
3.4 Tenancy	Single tenant proposals only	<p>Marked as Section 3, 3.4, the bidder will have to submit proof that the proposed accommodation is single tenancy</p>	<p>Automatic disqualification if accommodation if not single tenanted.</p> <p>The bidder/s / Service provider/s will have to reduce to writing on the bidding company/s letterhead and signed off by the duly authorised person of the bidding company that the building is single tenanted. Only this submission format will be accepted</p>
3.5 Maximum Lease term	5 years	<p>Marked as Section 3, 3.5, the bidder will have to reduce to writing the lease term/ period.</p>	<p>5 year lease agreement = 2 points More than 5 years = 0 points</p> <p>Points awarded as follows: - This will have to be</p>

			confirmed in writing on the bidding company/s letterhead signed off by the duly authorised person of the bidding company. 0 points for not complying with this submission requirement format.
3.6 Occupation Date	JULY 2012 or earlier	Marked as Section 3, 3.6, the bidder will have to reduce to writing the occupation date of the building fully fitted out.	This will have to be done in writing on the bidding company/s letterhead and signed off by the duly authorised person of the bidding company. 2 points if the submission requirements has been adhered to 0 points for not following the submission requirements
3.7 Parking Ratio	4 - 4.5 per 100 m²	Marked as Section 3, 3.7, the bidder will have to reduce to writing the parking ratio per square meter.	4 – 4.5 bays per 100 m ² = 2 points Less than 4 bays per 100 = 0 points Points awarded as follows:- This will have to be confirmed in writing on the bidding company/s letterhead and signed off by the duly authorised person of the bidding company.
3.8 Proposed parking QTY	75% of basement and shaded parking where basement parking is not less than 45%	Marked as Section 3, 3.8, the bidder will have to reduce to writing the parking type including the quantities proposed.	2 points for meeting these requirements. 0 points for not meeting it.
	The remaining 25% can either be basement, shaded or open parking.		1 point for meeting this requirement 0 points for not meeting it.
	Maximum of 5% of the total parking bays		1 point for meeting this requirement 0 points for not meeting it.

	should be disabled parking.		
3.9 Open Areas	100m ² of Gardens or water features or etc	Marked as Section 3 , 3.9 , the bidder will have to reduce to writing the open areas.	=or>100m ² = 2 points < 99m ² = 0 points
3.10	2 Months Beneficial rental	Marked as Section 3 , 3.10 , the bidder will have to reduce to writing on the bidder/s / Service Providers company letterhead the total months of beneficial rental that will be given.	> 2months = 4 points 1 month = 1 point < 1months = 0 points
TOTAL POINTS			25 points

APPENDIX B2: USER REQUIREMENTS

	TCTA Comments	PMID Comments	HRM-OD Comments	Proj. Fin. Struc. Comments	CFO Comments	KM Comments	ESS Comments	CEO Comments	COO Comments	CRO Comments	SECRETARIAT Comments
Offices:											
Executive Manager											
PA						Enclosed office leading into the executive's office	Office to be interlinked to Exec	Lounge in office. 4 seater coffee table and two couches 6 seater meeting table			
Snr Manager							TCTA info	Office to lead into CEO office. Sufficient filing space in PA's office			
Manager						Glass partition enclosing the entire open plan area					
Other						Researcher. Should be an office	3 Hot desks	4 board members including chairperson. 3 seater meeting room table in each office			
Open Plan							Desks must be positioned in clusters as follows:- 12 Corporate Services 10 IT 6 Communications				
Specialised			HR asesment centre. 5 seater	Fish Bowl for Treasury. 8 employees			Server room 50 sqm IT lab 20 sqm	6 seater lounge including waiting area	6 seater lounge including waiting area	1 Hot desk included Legal must be in an enclosed area Audit must be in an enclosed area Risk can be in an open plan	
Sub Total											
Other rooms:											
Board Room	30 seater	30 seater									
Meeting Room	15 seater meeting room x2 8 seater x1 4 seater		2 meeting rooms must be consolidated into 1 with a partition.	4 meeting rooms must be consolidated into 1 with a partition.			2 meeting rooms must be consolidated into 1 with a partition.				
Filing Room			Payroll admin filing area	4 Separate filing rooms						Fire proof filing room	Fire proof filing room
Store room											
Archiving Room							Fire proof for all documents				
Copy room											Confidential copy room to accommodate printer, fax, shredder, confidential bin, table for files, packaging for papers, etc.
Kitchen	Meeting room kitchen										
Open areas											
Library										Legal Library	
Sub Total											
General:											
Wellness Room											
Canteen (New)											
Reception											
Auditorium											
Sub Total											
Sub -Total											
Contingency @ 5%	Set at 4% for reception										
Total											

APPENDIX C

PLEASE USE THE EXCEL TEMPLATE FOR THE SUBMISSION OF THE FINANCIAL PROPOSAL.

MONTHLY OPERATING COST PROPOSAL (excl. VAT)		
Property Type	<input type="checkbox"/> A Grade	
Property Address		
DESCRIPTION	BIDDER/S COST PROPOSAL	BIDDERS COMMENTS
Rental (submit cost per m ²)	R m ²	
Storage rental (submit cost per m ²) if applicable	R m ²	
Operating Cost (submit cost per m ²)	R m ²	
Parking Cost per bay	Basement	R
	Shaded	R
	Open	R
	Other	
Rates and taxes (submit cost per m ²)	R m ²	
Additional Costs	R m ²	
Utilities Cost		
Escalations (% per annum)		
Rental Escalation per annum (submit % rate increase)		%
Storage rental escalation (%) per annum if applicable		%
Operating Cost escalation per annum (submit % rate increase)		%
Parking escalation per annum (submit % rate increase)		%
Rates and taxes escalation per annum (submit % rate increase)		
Utilities escalation per annum		

CAPITAL CONTRIBUTION COST PROPOSAL		
DESCRIPTION	BIDDER/S COST PROPOSAL	BIDDERS COMMENTS
Upfront Rental Deposit Requirements	R	
Electrical	R	
Generator	R	
UPS System	R	
HVAC (Heating, Ventilation and Cooling)	R	
Fire detection and prevention	R	
Infrastructure	R	
Current office re-instatement costs	R	
Air conditioning	R	
Churn / Relocation of TCTA to new premises	R	
Project Management costs	R	
Technical Security ** (Appointment of TCTA's service provider. Provisional sum allowance)	R2,000,000.00	
Information Technology ** (Appointment of TCTA's service provider. Provisional sum allowance)	R8,000,000.00	
Procurement of Furniture ** (Appointment of TCTA's service provider. Provisional sum allowance)	R4,000,000.00	
Any additional costs (Bidder must specify any additional costs in a separate Annexure marked as ACC1)		
Project contingency costs		
TOTAL CAPITAL COST OF PROJECT	R	
Tenant installation allowance	R	m²

APPENDIX D (Only for this section can cost can be written in on the respective attachments and then submitted)

RATE ONLY PRICING INFORMATION			
DESCRIPTION	SCOPE OF WORK		COST m²
Assessment Centre	Fully carpeted with high durability carpet tiles, constructed with noise reducing floor to ceiling height drywall partitioning. Fully air-conditioned. Installation of two 2 meters x 1 meter white board.	R	m ²
Board room	Carpeted with executive carpets. Total construction out of noise reducing floor to ceiling height drywall partitioning. Inside and outside of the drywall must be covered in a high sheen washable PVA paint. Dedicated aircon system, dropped ceiling with executive down lights.	R	m ²
CEO's Office	Floor to ceiling height drywall partitioning. Full length wooden door. Fully carpeted with executive carpets. Inside and outside of the drywall must be covered in a high sheen washable PVA paint.	R	m ²
CEO's Lounge	High sheen washable PVA paint, executive carpets and fittings to match the CEO's office specifications. Full length wooden doors.	R	m ²
CEO's Office suite	High sheen washable PVA paint, executive carpets and fittings to match the CEO's office specifications. Use of floor to ceiling height drywall partitions. Full length wooden doors.	R	m ²
Double volume meeting room (2 meeting rooms must be consolidated into 1)	Meeting rooms fully carpeted with high durability carpet tiles and separated by a fold up noise reducing vinyl or wooden door. Floor to ceiling height drywall partitioning. Drywall must be painted with high a sheen washable PVA paint.	R	m ²
Executive Managers Office	Fully carpeted with executive carpets. Floor to ceiling height drywall partitioning. Full length wooden door. Drywall and walls must be painted with a high sheen washable PVA paint. Colours schemes will be agreed upon with the successful bidder.	R	m ²
Filing rooms	All filing rooms must be constructed to NARS specifications.	R	m ²
Kitchen	Sound proof dry wall partitioning or glass panels. Drywall panels must be painted with a high sheen washable PVA paint. Colour schemes will be decided on with the successful bidder. Water and waste reticulation for dishwasher and sink, power supply for microwave and appliances, water cooler, 240 litre fridge, granite tops, tiled floor and walls, built in cupboards with maple finish. 5 under counter cupboards, 1 broom cupboard 6 overhead cupboards. Single sink, with hot and cold water mixer. Appliances not to be included in cost.	R	m ²

Meeting rooms CEO	Floor to ceiling height drywall partitioning. Glass door. Fully carpeted with executive carpets and existing furniture has to be used. Drywall to be painted with high sheen washable PVA paint.	R	m ²
Meeting rooms other departments	Meeting rooms to be constructed of Drywall partitioning, wooden door. Fully carpeted with high durable carpet tiles. Drywall panels must be painted with a high sheen washable PVA paint.	R	m ²
Snr Manager's Office	Office area fully carpeted with high durable carpet tiles. Office to be constructed of Drywall partitioning, wooden door. Fully carpeted with high durable carpet tiles. Drywall panels must be painted with a high sheen washable PVA paint.	R	m ²
TCTA Meeting rooms	Meeting rooms to be constructed of floor to ceiling height drywall partitioning, wooden door and 1meter x 300mm peep through window in door. Fully carpeted with high durable carpet tiles. Drywalls must be painted with a high sheen washable PVA paint.	R	m ²

RATE ONLY PRICING INFORMATION		
DESCRIPTION		COST
Cost of glass panels with aluminium framing per linear meter	R	l/m
Cost of glass door with aluminium frame	R	
Cost of dry walling per linear meter	R	l/m
Cost of full length wooden door	R	
Cost of A grade tiles per square meter	R	m ²
Cost of executive carpets per square meter	R	m ²
Cost of high durable carpet tiles per square meter	R	m ²
Cost of painting high sheen washable PVA paint per square meter	R	m ²
Cost of installing a power point (white power)	R	
Cost of installing a power point (red power)	R	
Cost of installing a 100 litre geyser	R	
Cost of installing a cold water tap	R	
Cost of installing a hot water tap	R	
Cost of installing 12mm laminated flooring per square meter	R	m ²
Cost of installing a 4 tube florescent tube light fitting	R	
Cost to demolish a drywall partition	R	l/m
Cost to remove high durable carpet tiles and executive carpets per square meter	R	m ²
Cost to remove ceramic tiles and wooden flooring per square meter	R	m ²
Cost to remove a wooden door	R	

Cost to refit a wooden door	R
Cost to remove an aluminium door	R
Cost to refit an aluminium door	R
Cost to fit venetian wooden window blinds cost per unit	R

TCTA STANDARD CONDITIONS OF TENDER

January 2009

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1 INTRODUCTION

- 1.1 The objective of this RFT is to set out the criteria to be followed by all tenderers when submitting their tender proposals in order to ensure uniformity of tender rules and an impartial evaluation by TCTA.

2 COMPLETION AND SUBMISSION OF TENDER PROPOSALS

- 2.1 All tenderers are required to:
 - 2.1.1 Comply fully with all requirements set out in this RFT when submitting their tender proposals to TCTA;
 - 2.1.2 Submit a valid original tax clearance certificate issued by the South African Revenue Service together with their tender proposals
 - 2.1.3 Complete all annexure and provide all information as may be required by TCTA.
- 2.2 Any failure to complete and submit all documents and information in accordance with the criteria set out herein will result in the relevant tender proposals being disqualified.

3 COSTS OF TENDERING

- 3.1 Tenderers shall bear their own costs, disbursements and expenses associated with the preparation and submission of the tender proposals, including submission of any additional information requested by TCTA or attending the compulsory briefing session.
- 3.2 TCTA shall not under any circumstances be liable nor assume liability to any tenderer for costs, disbursements and/or expenses incurred by tenderers regardless of the outcome of the tender process or by virtue of cancellation and/or postponement of the tender process.

4 COMPULSORY BRIEFING SESSION

- 4.1 TCTA may, in its discretion, require the tenderers to attend a compulsory briefing session and/or a site visit, and may issue additional tender documents stipulating additional requirements to tenderers present at the briefing session or the site visit, to clarify and/or amplify its requirements.
- 4.2 Any failure by the tenderers to attend such compulsory briefing session and/or a site visit will result in the relevant tender proposal/s being automatically disqualified.

5 CLARIFICATION OF TENDER REQUIREMENTS

- 5.1 All questions or queries regarding the RFT must be directed to the Receiving Officer at tenders@tcta.co.za, stating the relevant tender number in the subject field, at least 5 (five) business days before the stipulated closing date and time of the RFT. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.
- 5.2 TCTA reserves the right in its sole and absolute discretion to respond to any such question or query as it deems appropriate or not to respond at all;
- 5.3 Any such response shall be treated as an “Amendment to Tender Requirements”
- 5.4 TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential tenderers.

6 AMENDMENT TO TENDER REQUIREMENTS

- 6.1 TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the RFT and/or to stipulate additional requirements, provided that such amended terms and conditions and/or additional requirements are placed on TCTA's website at least 3 (three) business days prior to the stipulated closing date and time. Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this RFT.
- 6.2 TCTA shall not be liable, nor assume liability of any nature what so ever, for the failure of a tenderer to receive information if sent to the e-mail, fax or postal address supplied.

7 MODIFICATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A TENDER PROPOSAL

- 7.1 Any tenderer shall be entitled to withdraw or modify its tender proposal at any time prior to the stipulated closing date and time.
- 7.2 Any amendment to the tender documents must be received before the closing date and time of the tender as stipulated in the Special conditions of tender. The words “Amendment to tender” and the description of the tender must be clearly reflected on the envelop containing the documents or courier packaging as referred to in Section 8.2.
- 7.3 No modification or substitution of tender proposals will be permitted after the stipulated closing date and time.

8 SUBMISSION OF TENDER PROPOSALS

- 8.1 TCTA shall only accept tender proposals which are received at the tender submission address on or before the stipulated closing date and time. TCTA shall not accept nor be obliged to accept tender proposals submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the tenderer's control.
- 8.2 In the event that a courier is employed to deliver the tender document, the tender description must be clearly reflected on the outer packaging of the courier packaging.
- 8.3 Tender proposal/s received after the stipulated closing date and time will be disqualified.

9 VALIDITY PERIOD

- 9.1 All tender proposals must remain valid from the stipulated closing date and time of the RFT for the period stated in the Special Conditions of Tender. Each tender proposal will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.

10 TENDER OPENING AND CONFIDENTIALITY

- 12.1 All tender proposals received by TCTA will remain in TCTA's possession. Save as may be required by law or by any court of competent jurisdiction or similar body having appropriate jurisdiction, no information contained in or relating to any tender proposals will be disclosed to any other parties.

11 EVALUATION OF TENDER PROPOSALS

- 11.1 TCTA applies a preferential procurement system in accordance with the Preferential Procurement Policy Framework Act 5 of 2000, Broad Based Black Economic Empowerment Act 53 of 2003 and the Construction Charter, with the intent to promote the participation of Black Economic Empowerment (BEE) companies and South African enterprises through the provision of these professional services.
- 11.2 All parties wishing to submit tender proposals to TCTA must submit Verification Certificates obtained from verification agencies accredited by the Association of BBBEE Verification Agencies, in support of its submission.

12 AWARD OF CONTRACT

- 12.1 TCTA reserves the right, on reasonable and justifiable grounds, not to award the contract to the tenderer who achieved the highest number of points.

13 RIGHT NOT TO AWARD CONTRACT

- 13.1 TCTA reserves the right, at its sole discretion, not to award to any of the tenderers or to cancel a tender. Reasons for cancellation include, but are not limited to, the following:
- 13.1.1 There is no longer a need for the goods/services tendered for; and/or
- 13.1.2 TCTA's requirements for the goods and/or services have changed; and/or
- 13.1.3 Funds are no longer available for the anticipated expenditure;
- 13.1.4 Only 1 (one) compliant tender proposal is received.
- 13.1.5 There is failure to reach written agreement with one or more successful tenderers on the terms and conditions of the supply goods or services.

14 TERMS AND CONDITIONS OF CONTRACT

- 14.1 Upon an award of a tender by TCTA, a contract will be deemed to have been concluded between TCTA and the successful tenderer, which contract will include the following documents:
- 14.1.1 The contents of this RFT, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;
 - 14.1.2 The relevant tender proposals;
 - 14.1.3 The letter of acceptance to the successful tenderer/s;
 - 14.1.4 Any correspondence between TCTA and the relevant tenderer/s including all additional documents submitted by the relevant tenderer/s and accepted by TCTA for clarification purposes;
 - 14.1.5 The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful tenderer/s.
- 14.2 In the event that TCTA and the relevant tenderer are unable to reach consensus on the terms and/or conditions of any agreement proposed to be concluded by TCTA as referred to in 14.1 above, then TCTA reserves the right to cancel the award of the tender, without liability of any nature, and to conclude an agreement with any other tenderer as may be necessary to meet TCTA's requirements.

15 NOTIFICATION OF UNSUCCESSFUL TENDERERS

- 15.1 In the event that no correspondence or communication is received from TCTA within the validity period, the relevant tender proposals submitted will be deemed to be unsuccessful.

16 PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES

- 16.1 No tenderers shall directly or indirectly commit, or attempt to commit, for the benefit of the tenderer or any other person, any of the following:
- 16.1.1 Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a tender or the outcome of the tender process in relation to any contract for the provision of goods or services; and/or
 - 16.1.2 Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the tenderer and/or any other party; and/or
 - 16.1.3 Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a tender process in favour of or for the benefit of the tenderer and/or any other party.
- 16.2 TCTA shall be entitled to disqualify any tenderer/s if it has reason to believe that any conduct relating to that set out in 3.1 above has occurred.

Annexure A: COVENANT OF INTEGRITY AFFIDAVIT

I, the undersigned,

(Full Names)

do hereby make oath and state as follows:

1. I am:
 - 1.1. an adult male/female aged _____;
 - 1.2. presently employed as/carrying on business as _____
situated at _____.
2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.
3. I hereby confirm that:
 - 3.1. I am duly authorised to depose to this affidavit;
 - 3.2. neither myself nor anyone acting on behalf of the tenderer is, or will be, engaged in any Prohibited Practice as defined in 4 below in connection in respect of any tendering process or in the provision of services and/or goods;
 - 3.3. I will immediately inform Trans Caledon Tunnel Authority ("TCTA") of any instance of any such Prohibited Practice which comes to my attention and/or the attention of the tenderer and/or its employees or agents concerning the following;
 - 3.3.1. if any of the tenderer's directors, employees or agents has been convicted in any court for any offence involving a Prohibited Practice in connection with any tendering process and/or the provision of goods or services during the 5 (five) years immediately preceding the date of this affidavit; and/or
 - 3.3.2. if any of the tenderer's directors, employees or agents is dismissed or resigns from the tenderer's employment on grounds of being implicated in any Prohibited Practice.
 - 3.4. I will provide TCTA with full details of such conviction, dismissal or resignation and the measures taken to ensure that neither the tenderer nor any of its directors, employees or agents commits any Prohibited Practice in future.
 - 3.5. in the event that the tenderer is awarded any business by TCTA, the tenderer grants TCTA or its employees and/or agents the right of inspection of its records. The tenderer shall preserve such records in accordance with applicable law but in any case for at least 3 (three) years after conclusion of each transaction contemplated under the Request For Tender.
4. I acknowledge that for all purposes under this affidavit, the following terms and/or expressions below shall bear the meanings set out hereunder:
 - 4.1. "Corrupt Practice" means the offering, giving or promising of any improper advantage to influence the action of a Public Official, or the threatening of injury to his person, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other improper advantage in the conduct of business;

- 4.2. "Fraudulent Practice" means a dishonest statement or act of concealment which is intended to, or tends to, improperly influence the procurement process or the execution of a contract to the detriment or potential detriment of TCTA, or is designed to establish tender prices at non-competitive levels and/or to deprive TCTA of the benefits of fair and open competition, and includes collusive practices (whether before or after tender submission) among tenderers or between a tenderer and a consultant or any employees or agents of TCTA;
- 4.3. "Public Official" means any person holding a legislative, administrative, managerial, political or judicial post in any country, or exercising any public function in any country or a director or employee of a public authority or of a legal person controlled by a public authority of any country, or a director or official of a public international organisation; and
- 4.4. "Prohibited Practice" means an act that is either a Corrupt Practice or a Fraudulent Practice.

DEPONENT _____

Thus done and signed at _____ on this the _____ day of _____,

the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oaths Stamp	<p>_____</p> <p>COMMISSIONER OF OATHS</p> <p>_____</p> <p>FULL NAMES</p> <p>_____</p> <p>CAPACITY</p> <p>_____</p> <p>BUSINESS ADDRESS</p>
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Annexure B: BRIBERY AND CORRUPTION DECLARATION

1. The tenderer is required to provide the following information applicable in the last 5 (five) years in relation to each of its members and/or partners which shall include the directors, employees or agents of each member and/or partner where the conduct of such person rendered the tenderer directly and vicariously responsible (“members”) whether individually or as part of any other entity:

		YES	NO
1.1	Have any of its members been charged with any act of bribery and/or corruption?		
1.2	Have any of its members been convicted of any act of bribery and/or corruption?		
1.3	Have any of its members been implicated in or alleged to have been involved in any corrupt practices, collusion, bribery or related practices?		
1.4	Is there any reason to believe that a charge will be laid against a member arising from an act of bribery and/or corruption?		

2. Should any of the above questions be answered in the affirmative, full details must be furnished:

2.1	the date of the charge and the nature thereof:
2.2	the current status of the charge:
2.3	the date of conviction (if any):
2.4	the court in which the charges are being/where prosecuted:
2.5	the details of the members convicted, the facts giving rise thereto, the charges preferred against the member and the details of any judgement by the relevant court:
2.6	full details of any contract which was or is alleged to have been affected by the act of bribery and/or corruption:
2.7	any sentence imposed on the member:
2.8	full and precise details of any members implicated in any corrupt practice, collusion, bribery or related practices:

2.9	if it is believed that a member will be charged, full details of the offence and the facts giving rise to it are required:

Thus done and signed at _____ on this the _____ day of _____,

Full Names:

Annexure C: ENTERPRISE INFORMATION AFFIDAVIT

I, the undersigned,

_____ (Full Names)

do hereby make oath and state as follows:

1. I am:

1.1 an adult male/female aged _____;

1.2 presently employed as/carrying on business as _____
situated at _____.

2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.

3. I hereby:

3.1. confirm that I am duly authorised to depose to this affidavit;

3.2. confirm that all information attached to this Enterprise Information Affidavit as Annexure 5.1 has been submitted completely, accurately and truthfully and no material information relevant to the possible award of business by TCTA has been omitted; and

3.3. authorise TCTA to take all steps necessary to verify the information submitted by me as may be necessary and I undertake to pay all costs, losses or damages of TCTA as may be incurred by it should it be discovered that misrepresentations have been made by me in the submission of such information to TCTA.

DEPONENT

Thus done and signed at _____ on this the _____ day of _____
the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oaths Stamp	_____
	COMMISSIONER OF OATHS

	FULL NAMES
_____	CAPACITY
_____	BUSINESS ADDRESS

Annexure D: ENTERPRISE INFORMATION

A. GENERAL INFORMATION

A1.	Name of Enterprise:	_____
A2.	Postal Address:	_____ _____

	Code:	_____
A3.	Physical Address:	_____ _____
	Code:	_____
A4.	Telephone No.:	(_____) _____
A5.	Mobile No. :	_____
A6.	Fax No.:	_____
A7.	E-mail :	_____
A8.	Contact Person:	_____

B. ENTERPRISE INFORMATION

B1.	Type of Enterprise [Tick one box]	Supporting documents required:
	Sole Proprietor <input type="checkbox"/>	None <input type="checkbox"/>
	Partnership <input type="checkbox"/>	Partnership Agreement <input type="checkbox"/>
	Close Corporation <input type="checkbox"/>	CK1 – Founding Statement <input type="checkbox"/>
	Private Company <input type="checkbox"/>	CM1 – Certificate of Incorporation <input type="checkbox"/> Shareholders Agreement <input type="checkbox"/>
	Public Company <input type="checkbox"/>	CM1 – Certificate of Incorporation <input type="checkbox"/> Share sale Agreement <input type="checkbox"/>
	Trust <input type="checkbox"/>	Trust Deed <input type="checkbox"/>
	Foreign Entity / Multi-nationals <input type="checkbox"/>	CM1 – Certificate of Incorporation <input type="checkbox"/>
	State Owned Enterprises <input type="checkbox"/>	Relevant legislation of PFMA Classification <input type="checkbox"/>
	Joint Venture(s) <input type="checkbox"/>	JV Agreement <input type="checkbox"/>
	NGO <input type="checkbox"/>	Section 21 <input type="checkbox"/>
Othe r:	Please specify:	
	<i>In the case of a Joint Venture, all parties involved need to complete a <u>separate Enterprise Information Affidavit</u> and a copy of the Joint Venture agreement must be submitted. The identity of the JV entity must be given.</i>	
B2.	Enterprise registration number:	_____

B3.	Enterprise VAT registration number:	_____
B4.	Enterprise Income Tax reference number:	_____
B5.	Enterprise Skills Development number:	_____
B6.	Enterprise UIF number:	_____
B7.	Enterprise RSC number:	_____
B8.	Describe principle business activities:	_____
B9.	Enterprise classification:	
	Agent	<input type="checkbox"/>
	Merchant	<input type="checkbox"/>
	Manufacturer	<input type="checkbox"/>
	Supplier	<input type="checkbox"/>
	Professional Service Provider	<input type="checkbox"/>
	Other service provider, e.g. transporter, etc.	<input type="checkbox"/>
Please elaborate on "other"		

B10. Indicate, by ticking the appropriate box below, in which sector of the economy your business is predominantly carried out:

"Exempted Micro enterprise" means an enterprise which qualifies for BEE compliance exemption by nature of the fact that the Enterprise has an annual turnover of less than the VAT registration limit as per the Value Added Tax Act of 1991 which is R 300 000.00

Column 1 Sector or subsector in accordance with the Standard Industrial Classification	Column 2 Size or Class	Column 3 The total full-time equivalent of paid employees	Column 4 Total Turnover	Column 5 Total gross asset value (fixed property excluded)
Agriculture	Large	> 100	<input type="checkbox"/> > R5.00m	<input type="checkbox"/> > R5.00m
	Medium	100	<input type="checkbox"/> R5.00m	<input type="checkbox"/> R5.00m
	Small	50	<input type="checkbox"/> R2.00m	<input type="checkbox"/> R3.00m
	Very Small	10	<input type="checkbox"/> R0.40m	<input type="checkbox"/> R0.50m
	Exempted Micro	5	<input type="checkbox"/> R0.30m	<input type="checkbox"/> R0.20m
Mining and Quarrying	Large	> 200	<input type="checkbox"/> > R39.00m	<input type="checkbox"/> > R23.00m
	Medium	200	<input type="checkbox"/> R30.00m	<input type="checkbox"/> R23.00m
	Small	50	<input type="checkbox"/> R 7.5.00m	<input type="checkbox"/> R 6.00m
	Very Small	20	<input type="checkbox"/> R 3.00m	<input type="checkbox"/> R 2.00m
	Exempted Micro	5	<input type="checkbox"/> R 0.30m	<input type="checkbox"/> R 0.10m
Manufacturing	Large	> 200	<input type="checkbox"/> > R51.00m	<input type="checkbox"/> > R19.00m
	Medium	200	<input type="checkbox"/> R40.00m	<input type="checkbox"/> R19.00m
	Small	50	<input type="checkbox"/> R 10.00m	<input type="checkbox"/> R 5.00m
	Very Small	20	<input type="checkbox"/> R 4.00m	<input type="checkbox"/> R 2.00m

	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Electricity, Gas and Water	Large	> 200	<input type="checkbox"/>	> R51.00m	<input type="checkbox"/>	> R19.00m	<input type="checkbox"/>
	Medium	200	<input type="checkbox"/>	R40.00m	<input type="checkbox"/>	R19.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>
	Very Small	20	<input type="checkbox"/>	R 4.00m	<input type="checkbox"/>	R 1.90m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Construction	Large	> 200	<input type="checkbox"/>	> R26.00m	<input type="checkbox"/>	> R 5.00m	<input type="checkbox"/>
	Medium	200	<input type="checkbox"/>	R20.00m	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>	R 1.00m	<input type="checkbox"/>
	Very Small	20	<input type="checkbox"/>	R 2.00m	<input type="checkbox"/>	R 0.50m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Retail and Motor Trade and Repair Services	Large	> 200	<input type="checkbox"/>	> R39.00m	<input type="checkbox"/>	> R 6.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R30.00m	<input type="checkbox"/>	R 6.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R15.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Very Small	20	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>	R 0.60m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Wholesale Trade, Commercial Agents and Allied Services	Large	> 200	<input type="checkbox"/>	> R64.00m	<input type="checkbox"/>	> R10.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R50.00m	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R25.00m	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>
	Very Small	20	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>	R 0.60m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Catering, Accommodation and Other Trade	Large	> 200	<input type="checkbox"/>	> R13.00m	<input type="checkbox"/>	> R 3.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>	R 1.00m	<input type="checkbox"/>
	Very Small	20	<input type="checkbox"/>	R 1.10m	<input type="checkbox"/>	R 1.90m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>

Column 1	Column 2	Column 3	Column 4	Column 5			
Sector or subsector in accordance with the Standard Industrial Classification	Size or Class	The total full-time equivalent of paid employees	Total Turnover	Total gross asset value (fixed property excluded)			
Transport, Storage and Communications	Large	> 200	<input type="checkbox"/>	> R26.00m	<input type="checkbox"/>	> R 6.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R20.00m	<input type="checkbox"/>	R 6.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Very Small	10	<input type="checkbox"/>	R 2.00m	<input type="checkbox"/>	R 0.60m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Finance and Business Services	Large	> 200	<input type="checkbox"/>	> R26.00m	<input type="checkbox"/>	> R 5.00m	<input type="checkbox"/>
	Medium	100	<input type="checkbox"/>	R20.00m	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Very Small	10	<input type="checkbox"/>	R 2.00m	<input type="checkbox"/>	R 0.50m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>
Community,	Large	> 200	<input type="checkbox"/>	> R13.00m	<input type="checkbox"/>	> R 6.00m	<input type="checkbox"/>

Social and Personal Services	Medium	100	<input type="checkbox"/>	R10.00m	<input type="checkbox"/>	R 6.00m	<input type="checkbox"/>
	Small	50	<input type="checkbox"/>	R 5.00m	<input type="checkbox"/>	R 3.00m	<input type="checkbox"/>
	Very Small	10	<input type="checkbox"/>	R 1.00m	<input type="checkbox"/>	R 0.60m	<input type="checkbox"/>
	Exempted Micro	5	<input type="checkbox"/>	R 0.30m	<input type="checkbox"/>	R 0.10m	<input type="checkbox"/>

B11. Total number of years the enterprise has been in business: _____

B12. Was your enterprise known by another name previously? Yes No

B12.1. If yes, what was the previous name? _____

B13. Name three of the largest projects contracted for by your enterprise below:

Project Name	Client	Value in ZAR	Completion Date	Contact Person & Contact Number

B14. Name three of the smallest projects contracted for by your enterprise below:

Project Name	Client	Value in ZAR	Completion Date	Contact Person & Contact Number

B15. Previous relationship with TCTA:

B15.1 Did your enterprise render any goods / services to TCTA previously? Yes No

B15.1 If yes, please insert details below:

Contract Number and Name	Description / Goods / Services	Contract Supply Value	Contact Person / Tel No.

B16. Current relationship with TCTA:
Is your enterprise engaged in any contract/s at present for TCTA? Yes No

C. OWNERSHIP

C1. Are you a South African owned enterprise? Yes No

C2. List below all shareholders of the enterprise:

Name	Position Occupied	ID Number	Citizenship (*)	Race	Ownership Effective	Gender	Disabled Yes / No	% Owned

Please note: Public Companies must provide a list of the majority shareholders in a similar format as above

* Please state your current citizenship

** If South African citizenship status was recently awarded, please provide the date thereof.

C.2.1 **"Black People"** means African, coloured, Indian persons who are natural persons and:

- a) are citizens of the Republic of South Africa by birth or descent; or
- b) are citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of the Republic of South Africa of 1993; or
- c) became citizens of the Republic of South Africa after the commencement date of the Constitution of the Republic of South Africa of 1993, but who, but for Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalisation prior to that date;

C.2.2 **"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

C2.2.1 From the previous table, please state if each % owned shareholding enjoys voting rights;

Yes No

C2.2.2 If yes, please complete the below table.

Name	Shareholding	Economic Interest	Voting Rights

Total percentage Black Ownership %

C2.3 **"Economic Interest"** means a participant's claim against the enterprise representing a return on ownership of the enterprise.

C2.4 **“Exercisable Voting Right”** means a voting right of a participant that is not subject to any limitation.

C2.5 **“Voting Right”** means a voting right attached to an instrument owned by or held on behalf of a participant that may be exercised at a meeting of the shareholders of an enterprise

C2.6 **“Participant”** means a natural person who is:

- a) entitled to an Economic interest in a measured enterprise
- b) enjoying an Exercisable Voting right in a measured enterprise

C3. From the previous section, please indicate by selecting the most appropriate description of the supplier / vendor ownership structure.

C3.1 **Black majority owned enterprises** means an enterprise having a shareholding in which black participants enjoy an entitlement to an economic interest that is in excess of 50% Yes No

C3.2 **Black majority controlled enterprises** means an enterprise having a shareholding in which black participants are entitled to Exercisable Voting Rights in excess of 50% of the total entitlement to Exercisable Voting Rights in that enterprise Yes No

C3.3 **Black empowered enterprises** means companies that are more than 25% owned by black people and where substantial participation in control is vested in black people Yes No

C3.4 **Black influenced enterprises** means enterprises that are between 5% and 25% owned by black people and with participation in control by black people Yes No

C3.5 **Black woman-owned enterprise** is one with at least 25,1% representation of women within the black equity and management portion Yes

C3.6 **Black SME** means a small or medium enterprise (with a turnover ranging from R500,000 per annum to R20 million per annum) which is a black company or a black empowered company. Yes No

C3.7 Not one of the above Yes No

D. STAFF STRUCTURE OF ORGANISATION:

D1. Executive Management / Board of Directors:

State number of executive / board members in your organization by completing the table below:

Classification	African		Coloured		Indian		White		Total	
	M	F	M	F	M	F	M	F	M	F
1. Executive										
2. Non-executive										
3. Other Top Management										
4. Senior Top Management										
Total										

a. **“Executive Member of the Board”** means those members of the Board who fall within the definition of “Executive Director” specified in the King Report

- b. **“Independent Non-executive Board Members”** means those members of the Board who fall within the definition of “Independent Director” specified in the King Report
- c. **“Other Top Management”** means Employees of a Measured Entity who are appointed by or upon authority of the Board to undertake the day to day management of the Measured Entity and who are actively involved in the development and / or implementation of the Measured Entity’s strategy insofar as it is related to their area of responsibility
- d. **“Senior Top Management”** means Employees of a Measured Entity who are appointed by or upon authority of the Board to undertake the day to day management of the Measured Entity and who have individual responsibility for the overall management and for the financial management of that Measured Entity and who are actively involved in the development and / or implementation of the Measured Entity’s strategy
- e. **“King Report”** means the King Report on corporate Governance for South Africa 2002 authored by the King Committee on Corporate Governance of the Institute of Directors in Southern Africa.

D2. Employment Equity Structure of the Enterprise:

State the number of staff (employees) in your organization by completing the table below. Employee bears the same definition as stipulated in the Employment Equity Act No. 55 of 1998 being;

“Employee” means any person other than an independent contractor who:

- works for another person or for the State and who receives, or is entitled to receive, any remuneration; and
- in any manner assists in carrying out or conducting the business of an employer

Classification	African		Coloured		Indian		White		Total	
	M	F	M	F	M	F	M	F	M	F
1. Top										
2. Senior										
3. Middle										
4. Professional										
5. Technicians										
6. Clerks										
Total										

D3. Skills Development

Please State Skills Development expenditure as a percentage (%) of total payroll.

	%
--	---

E. PREFERENTIAL PROCUREMENT

E1 Does your company have a preferential procurement policy? Yes No

E2 What was the enterprise's total procurement spend in the last 12 months?

E3 Please state both the rand value and percentage of your spend in the last 12 months with:

E3.1 Black Enterprise	<input type="text" value="R"/>	<input style="width: 100px;" type="text" value="%"/>
E3.2 Black influenced Enterprise	<input type="text" value="R"/>	<input style="width: 100px;" type="text" value="%"/>
E3.3 Black woman-owned Enterprise	<input type="text" value="R"/>	<input style="width: 100px;" type="text" value="%"/>
Total	<input type="text" value="R"/>	

F. SOCIAL RESPONSIBILITY:

F1.	Please state the percentage (%) of local content of your proposal in relation to the bid price		<input style="width: 100px;" type="text" value="%"/>
F2	Does the company spend any amount of its budget on the promotion of export- orientated production to create jobs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F3	Does the company spend any amount of its budget on the creation of new jobs or the intensification of labour absorption?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F4	Does the company spend any amount of its budget on the promotion of enterprises located in a specific province for work to be done or services to be rendered in that province?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F5	Does the company spend any amount of its budget on the promotion of enterprises located in a specific region for work to be done or services to be rendered in that region?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F6	Does the company spend any amount of its budget on the promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F7	Does the company spend any amount of its budget on the promotion of enterprises located in rural areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F8	Does the company spend any amount of its budget on the upliftment of communities through, but not limited to, housing, transport, schooling, infrastructure, donations and charity organizations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

G. BANKING DETAILS:

Bank:	
Account Holder:	
Type of account:	
Branch:	
Branch Code:	
Account Number:	

Supporting documents required.
For a cheque account, a cancelled cheque and for any other type of account a letter from the bank confirming the account details.

Annexure E: SAMPLE REFERENCE LETTER ON PAST PROJECTS

TO: THE RECEIVING OFFICER
FAX: 012 683 5125
REF: PROPOSAL NO: TCTA 2008/ORWRDP2/05-041
SUBJECT: PROJECT NAME/LETTER OF INTENT FROM _____
No. OF PAGES (INCLUDING THIS PAGE): 1

I, the undersigned, hereby confirm that:

1.was appointed/sub-contracted to (project name)which was a project sponsored and implemented by (Client Name) of which I was in charge as(Position) from (date of commencement) to (date of completion).
2. The project entailed the following.....(description) to the value of R.....
3. I wish to make the following comments in respect of the contribution by.....:

Yours sincerely,

Signature:_____

Full Names:_____

