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**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A  
TURNKEY SOLUTION FOR THE PROVISION OF OFFICE ACCOMMODATION FOR A  
PERIOD OF 60 MONTHS**

<b>Bid Number:</b>	94/2021/EWSS/OFFICE/RFB
<b>Compulsory Briefing session requirements:</b>	Online: Microsoft Teams <b>NB: Send an e-mail to <a href="mailto:tenders03@tcta.co.za">tenders03@tcta.co.za</a> to preregister and receive an invite.</b>
<b>Briefing Session Date and Time:</b>	<b>14 January 2022 at 11h00</b>
<b>Site Inspection date and Time:</b>	<b>18 January 2022 at 11h00</b>
<b>Site Inspection Venue:</b>	265 West Avenue Tuinhof Building Stinkhout Wing Centurion
<b>Clarification Deadline:</b>	<b>21 January 2022 at 11h00</b>
<b>RFT Closing Date &amp; Time:</b>	<b>28 January 2022 at 11h00</b>
<b>Bid Validity Period</b>	120 calendar days commencing from the RFT closing date
<b>Bid Submission Physical Address</b>	Proposals must be hand delivered at TCTA's offices located at the address indicated below and addressed to The Receiving Officer, and marked <b>94/2021/EWSS/OFFICE/RFB</b> on or before the closing date and time: 265 West Avenue Tuinhof Building Stinkhout Wing Centurion

**DATE OF ISSUE: 06 DECEMBER 2021**

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## 1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

<b>B-BBEE</b>	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	Means the B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
<b>BID SUBMISSION</b>	A bidder's written proposal in response to an Invitation for Bids (Request for Proposals/Request for Quotations/Request for Information etc.)
<b>BLACK PEOPLE</b>	African, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
<b>CONSORTIUM or JOINT VENTURE OR CONSORTIUM</b>	an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
<b>CONSULTANT</b>	A consultant means a professional person appointed to provide Technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
<b>CONTRACT</b>	Means the legal agreement signed between two parties, including service level agreement. This term does not refer to the actual bid
<b>CONTRACT MANAGER</b>	Means the representative from the RD that will be monitoring the day to day activities related to the contract
<b>DESIGNATED SECTORS</b>	Designated sector means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
<b>EME</b>	means exempt micro enterprises with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
<b>QSE</b>	means qualifying small enterprises with an annual total revenue of between R10 million and R50 million in terms of the B-BBEE Codes of Good Practice of 2007 in terms of the amended B-BBEE Codes;

<b>PROCUREMENT SPECIALIST</b>	Duly appointed person in the Procurement unit responsible for Procurement related transactions and processes including RFQs
<b>PO</b>	Means a Purchase Order which is a document prepared by and issued by Procurement stating the contract amount
<b>RD</b>	Is the requesting department or representative from the requesting department
<b>SUPPLIER</b>	A supplier is the private juristic person or legal entity that provides goods, services or works to TCTA.
<b>P Grade Office</b>	Top quality, modern space which is general a pace setter in establishing rentals which includes the latest or recent generation of building services, ample parking, a prestige lobby finish and good views, or a good environment.
<b>A+ Grade Offices</b>	These buildings represent the highest quality buildings in their market. They are generally the best looking buildings with the best construction, and possess high quality building infrastructure. Not older than 10 years or which had a major renovation; high quality modern finishes; air conditioning, or adequate on site parking, market rental near the top of the range in the metropolitan area in which the building is located.

## 2. PREPARATION OF BID SUBMISSIONS

- 2.1. Bidders are required to comply fully with this Request for Bid including annexures during submission to TCTA;
- 2.2. For a Bid Submission to be acceptable, it must:
  - 2.2.1. Not be late and delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the Bidder's control;
  - 2.2.2. Clearly reflect the Bid description and bid number on the outer packaging;
  - 2.2.3. Contain a firm and unconditional price;
  - 2.2.4. Contain all signed and completed Annexures; and
  - 2.2.5. Annexures must be reproduced if provided spaces are not enough.
- 2.3. TCTA reserves the right to reject bids that are not acceptable and to not evaluate them. This section is subject to the provisions of the Conditions of Bid.

- 2.4. This Bid has 6 stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

### 3. BACKGROUND

TCTA is currently leasing office space situated at 265 West Avenue Tuinhof Building Stinkhout Wing Centurion. The lease with the current landlord has been extended until the 30<sup>th</sup> of June 2022 so that TCTA can finalise the office relocation RFB.

### 4. PURPOSE

The purpose of this RFT is to solicit proposals from potential bidder(s) for the appointment of a service provider for the provision of a turnkey solution for the provision of office accommodation for a period of 60 months.

### 5. SCOPE OF WORK

#### 5.1. LEASE AGREEMENT MINIMUM REQUIREMENTS

##### 5.1.1. Operating lease requirements

- 5.1.1.1 The gross rentable area must be a minimum of 3600m<sup>2</sup> (three thousand six hundred square meters, with an allowable deviation of 10% increase or 0% (zero) decrease on the 3600 m<sup>2</sup>) . A building with a garden / open space will be an added advantage.
- 5.1.1.2 A minimum of an A+ grade building after the building has been fitted out to TCTA's requirements.
- 5.1.1.3 Parking bay ratio of a minimum of 4 bays per 100 m<sup>2</sup> of which 75% of the bays must be basement or shaded parking.
- 5.1.1.4 5 covered parking bays for people with disabilities must be provided close to the building entrance.
- 5.1.1.5 A single tenanted building or full occupation of dedicated floors. Partial occupation of a single floor will **not** accepted.
- 5.1.1.6 The building location must be within a 7km radius (**as the crow flies**) of the current TCTA office location at 265 West Avenue, Tuinhof Building, Stinkhout Wing Centurion.
- 5.1.1.7 The building must be in a location where public transport can be accessed with ease.
- 5.1.1.8 The office building must be ready for occupation at least 5 months from the contract award date. The last two months of the beneficial rental must be treated as beneficial occupation

- 5.1.1.9 A minimum of 5 months beneficial rental **must** be allowed to TCTA which will cover the following:-
- 5.1.1.9.1 Building customisation approximately three (3) months.
  - 5.1.1.9.2 Two (2) months relocation and occupation of the premises at least 3 months after the contract has been awarded.
- 5.1.1.10 All office sizes and quantities, meeting room sizes and quantities, etc, must comply to TCTA's User Requirements. Refer to **Appendix A**.
- 5.1.1.11 The 3600m<sup>2</sup> is made up of office accommodation and storage areas. Please refer to **Appendix A**.
- 5.1.1.12 TCTA will only occupy the proposed office space once all its requirements relating to the construction of the office space as laid out in this document have been met and an Occupational Certificate for occupancy has been issued. Refurbishment of the building must comply with the relevant bylaws and any legislations applicable.

#### **5.1.2. Additional Requirements**

- 5.1.2.1 Project capital cost (Fit-out) payment: Cost of the capital portion of the project will be paid by TCTA upon achievement of each milestone as per the agreed Project Milestones with the winning bidder. The bidder will have to submit a cost per square meter (Appendix D) for the fit-out of the new building.
- 5.1.2.2 The preferred bidder will be responsible for the following services for the duration of the contract:-
- 5.1.2.2.1 All repairs and maintenance work relating to all aspects of the building (internally and externally).
  - 5.1.2.2.2 The maintenance of all air-conditioning units and the repairs thereof as and when required.
  - 5.1.2.2.3 The maintenance of all lifts and the repairs thereof.
- 5.1.2.3 The maintenance of installed equipment as part of the scope of work as specified in the RFB, i.e. Video Conference Equipment installed, Access Control, etc.

## **5.2 COMPANY EXPERIENCE REQUIRED**

The bidders must have done a minimum of two (2) office accommodation Turnkey Projects in the built environment whereby each building fitted out must have a gross rentable space of at least 3000m<sup>2</sup>.

## **5.3 PERSONNEL EXPERIENCE REQUIRED**

The bidders are to propose a multi-disciplinary team with the following experience:-

Property Manager or Building Manager with a minimum of 5 years property management / building management / facilities management experience in managing the operating component of the lease agreement.

Project Manager with a minimum of 3 projects managed for the refurbishment of a building or new development measuring a minimum of 3000 m<sup>2</sup>.

Architect with a minimum of 3 projects where advisory services were provided for the refurbishment of a building or complex or new development measuring a minimum of 3000 m<sup>2</sup>.

Quantity Surveyor with a minimum of 3 projects where quantity surveying were provided for the refurbishment of a building or complex or new development measuring a minimum of 3000 m<sup>2</sup>.

## **5.4 DELIVERABLES IN FITTING OUT THE OFFICE (CAPITAL REQUIREMENTS)**

The successful bidder will have to fit out the office accommodation in accordance to the following deliverables:-

### **5.4.1 Building Infrastructure Specifications**

- 5.4.1.1 External windows which will provide natural light and when opened provides cooling to open plan areas and offices.
- 5.4.1.2 Maximum of 80% of floor to ceiling height to be between 2.58 meters – 3.00 meters.
- 5.4.1.3 Backup potable water supply for 100 people that will provide a constant uninterrupted supply of water for 3 days to all ablution facilities and kitchen/s if the municipal water supply is temporarily disconnected.
- 5.4.1.4 Ablution facilities for people with disabilities (clients and staff) must be provided for according to National Building Regulations, SANS 0400. If the proposed building is a multi-

storey building, ablution facilities including for the disabled must be provided for on each floor of the building.

- 5.4.1.5 The building must be easily accessible to people with disabilities.
- 5.4.1.6 Provision of a security guard room with the necessary CCTV infrastructure, entrance and exit booms at the entrance to the building.
- 5.4.1.7 Double turnstile with a saddle gate for people with disabilities with access control must be installed to the entrance of the property for pedestrians and it must be in very close proximity to the security guard room. The security guard room must have an overview of the turnstile.
- 5.4.1.8 A server room with raised floor, underfloor cooling and an anti-static floor treatment is to be installed.
- 5.4.1.9 Kitchens that can accommodate 7 employees must be provided for on each floor if a multi-storey building is proposed. If a single-storey building is proposed, kitchen facilities must be provided that will accommodate 14 employees at any given time taking COVID-19 social distancing into consideration. The kitchens preferably to be positioned away from all offices and meeting rooms.

#### **5.4.2 Walls, Floor, Window and Ceiling Finishes**

- 5.4.2.1 All walls and drywall partitioning must be painted in a high sheen washable PVA paint. Colours will be agreed upon with the successful bidder.
- 5.4.2.2 8mm, Heavy duty commercial carpet tiles or 12mm laminate flooring or a combination thereof (of a high quality and durability) are to be used throughout the open plan office area, photocopying rooms / areas and in offices.
- 5.4.2.3 8mm wall to wall carpets with underfelt or 12mm laminate flooring or a combination of both or an alternative proposal to be installed in meeting rooms. Colours and style will be agreed upon with the successful bidder.
- 5.4.2.4 12mm laminated flooring or A grade tiles or a combination thereof are to be used in the reception area.
- 5.4.2.5 A-grade floor tiles are to be used in kitchens, toilets, in lobby areas and high-volume foot traffic areas. Wall tiles to be used in all kitchens where reasonably practical. The grade of the tiles will be confirmed during the fitout of the building.
- 5.4.2.6 All windows in offices and in kitchens where windows are installed to be fitted with Venetian wooden blinds. Colours and style will be agreed upon with the successful bidder.
- 5.4.2.7 All meeting rooms must be fitted with automatic roll up blinds and the windows must be glazed with a tint that will keep out 75% of light.



5.4.2.8 Partitioning/ Drywalling Requirements:

5.4.2.9 The front of all offices, meeting rooms and kitchens must be constructed out of a minimum of 70% of glazed glass panels and a minimum of 30% of drywall floor to ceiling height. (Where there is brickwork, drywalling will meet up to the brickwork).

5.4.2.10 Drywalling must be floor to ceiling height, with glazed panels to be used in areas of internal division in accordance with space planning recommendations.

5.4.2.11 The Main boardroom must be designed around and improved around the current TCTA main boardroom in terms of layout and feel. The existing furniture in all meeting rooms must be used. Where reasonably practical the existing meeting room fold up doors must be recovered and used in the proposed meeting room setup.

5.4.2.12 All meeting rooms and office walls must be soundproof, i.e. 80% noise block-out; from the outside in, and from the inside out.

5.4.2.13 Skirting and top trim to drywalling.

5.4.2.14 Door frames for offices must be constructed out of anodized aluminium.

5.4.2.15 Timber skirting and timber door frames and architraves are to be used in public areas and meeting rooms.

5.4.2.16 Where glass panels are used in meeting rooms, the panels must be made of materials that allow delegates to make notes on the glass panels.

**5.4.3 Internal Office Accommodation Specifications and Requirements**

Social distancing setup of 1.5 meters will have to be implemented for all open plan seating arrangements.

Unit	Specification (Refer to URS for sizes)
<b>Executive Manager's Office</b>	Office measuring 40m <sup>2</sup> and fully carpeted with carpet tiles or laminated flooring. The PA's office must be an interleading office into the Executive's office. Existing office furniture will be used. The office will be fitted out as follows:- <ul style="list-style-type: none"><li>• Workstation (existing furniture will be used)</li><li>• Round meeting room table and existing chairs (existing furniture will be used)</li><li>• Cupboard (existing furniture will be used)</li><li>• 2 x two seater couches, 1 x one seater couch and a coffee table. TCTA to provide the furniture</li><li>• One network point</li><li>• Electrical reticulation</li></ul> Flexibility must be built into this requirement if TCTA requests these offices to be converted into meeting rooms.

Unit	Specification (Refer to URS for sizes)
<b>PA's office</b>	<p>PA office interleading to Executive's office. 25 m<sup>2</sup> in size and the office fit out must match that of the respective Executive.</p> <ul style="list-style-type: none"> <li>• One network point</li> <li>• Electrical reticulation</li> </ul> <p>Flexibility must be built into this requirement if TCTA requests these offices to be converted into meeting rooms.</p>
<b>Snr Manager's Office</b>	<p>Office measuring 30m<sup>2</sup> and fully carpeted with carpet tiles or laminated flooring.</p> <ul style="list-style-type: none"> <li>• Workstation (existing furniture will be used)</li> <li>• Cupboard (existing furniture will be used)</li> <li>• Round meeting room table and chairs (TCTA to provide the furniture).</li> <li>• One network point</li> <li>• Electrical reticulation</li> </ul>
<b>Technical</b>	<p>Individual offices measuring 20 m<sup>2</sup> fully carpeted with carpet tiles or laminated flooring.</p> <ul style="list-style-type: none"> <li>• Workstation (existing furniture will be used)</li> <li>• Cupboard (existing furniture will be used)</li> <li>• Two network points</li> <li>• Electrical reticulation</li> </ul> <ul style="list-style-type: none"> <li>• An enclosed area with a filing room measuring 50 m<sup>2</sup> must be provided and in the area (outside of the filing room) provision must be made for 2 hot desks. This area must be enclosed by glass panels.</li> </ul>
<b>Admin</b>	<p>A work area with no structural enclosures. 20 m<sup>2</sup> per person</p> <p>In an Open Plan Environment, existing screens are to be used, 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.</p> <p>Workstations are to be clustered in groups of 4. Size of workstation is 2.4 x 1.8 meters. Existing furniture will be used.</p>
<b>Hot Desks</b>	<p>A modern open plan working environment with 60 modern hot desks measuring 15 m<sup>2</sup> per person. A modern approach must be adopted in this area regarding the office space in terms of look, feel, design, layout, etc.</p> <p>The bidder will have to provide space in the open plan area where 160 lockable credenzas are installed by the <b>successful bidder</b> as part of the fit-out of the space. Each credenza must measure 700mm (H) x 400mm (W) x 610mm (L):-</p> <p>The drawers of each credenza must measure as follows:- 350mm (H) x 400mm (W) x 610mm (L), 290mm (H) x 400 (W) x 610mm (L) and 60mm (H) x 400mm (W) 610mm (L). The credenzas must be stacked 2 high..</p>

Unit	Specification (Refer to URS for sizes)
	Of the space allocated to the hot desks the bidder must make provision for an enclosed hot desk area that will seat approximately 7 employees at any given time. This area must be enclosed by glass panels.
<b>Asset holding Room</b>	A room measuring 30m <sup>2</sup> fully carpeted with natural ventilation. Dual access control on the door and CCTV cameras installed in the room.
<b>Stationery dispensing room</b>	A room measuring 30m <sup>2</sup> fully carpeted. Floor to ceiling height single cupboards with adjustable shelves.
<b>IT server room</b>	The server room must measure 30m <sup>2</sup> with an interleading office located in front of the server room measuring approximately 30 m <sup>2</sup> as well. The workstation (existing furniture) must be positioned against the server room wall. A glass panel must be installed into this wall. The glass panel must be approximately 2 meters (L) x 1.5 meters (H). The doors leading into the office and server room must have dual access control. CCTV camera must be installed in this office and the server room. The appropriate air-conditioning systems must be installed in the server room with raised flooring.
<b>IT prep room</b>	Dual access control on the door and CCTV camera. The prep room must be fitted out by the successful service provider with wall to wall counters approximately 1 metre high x 900mm wide and fully airconditioned. 4 network points must be installed in this room
<b>Reception</b>	<p>Measuring 50 m<sup>2</sup>. The reception desk and a visitor waiting area must be incorporated into the design and final delivery. The reception desk must be provided for by the service provider and must match the existing desk.</p> <p>A security take on station must be incorporated into the reception area whereby entry will first be obtained through the security take on station. Automatic doors must be installed at the entrance to the building.</p> <p>The reception and the security take on station must be separated by access-controlled drop arms and a paraplegic gate and finished off with balustrades where reasonably practical. TCTA's existing reception layout to be adopted and improved upon if possible.</p>
<b>Meeting room lobby area</b>	The main meeting room and the 4 other meeting rooms (Katse, Berg, Vress and Olifants) must flow into this space. A coffee nook must be installed in this millable space as well as a waiting area for guests. The meeting rooms must be positioned in such a way that the noise coming from this area does not create a disturbance. The reception area must open into this area if reasonably practical. Separate ablution facilities (Male: 3 toilets, basins and urinals and Female: 6 toilets and basins) which is apart from the office ablution facilities must be provided.
<b>Katse Boardroom</b>	<p>The main boardroom must be model or improved around TCTA's existing boardroom.</p> <p>185 m<sup>2</sup> board room using Katse's existing meeting room table.</p> <p>Closable kitchenette / coffee serving nook must be installed in the meeting room.</p>

Unit	Specification (Refer to URS for sizes)
	<p>Dedicated aircon system, dropped ceiling with executive down lights. The aircon must be installed / positioned in such that that it does not blow air onto delegates sitting around the meeting room table.</p> <p>Flexibility must be built into this requirement if TCTA requests these meeting rooms to be converted into offices.</p> <p>As part of the 185 m<sup>2</sup> required, a 20m<sup>2</sup> storeroom to be installed in the room and must be hidden. Additional network points must be installed. Reticulation for TCTA's VC system must be provided.</p> <p>All COVID-19 Regulations in terms of social distancing must be complied with.</p>
<b>Meeting room Berg</b>	80m <sup>2</sup> . TCTA's existing furniture will be used. An electronic meeting room booking system or equivalent must be installed in each meeting room where the meetings
<b>Meeting room Vress</b>	are booked online using an application and a meeting room pin is then issued to the requestor for the duration of the meeting, whereby the pin will allow the meeting
<b>Meeting room Olifants</b>	rooms lights to be activated for the duration of the meeting. Installation of two 2 meters x 1-meter smart white boards. 4 x network points must be installed in each meeting room. Reticulation for TCTA's VC system must be provided. <p>Flexibility must be built into this requirement if TCTA requests these meeting rooms to be converted into offices.</p>
<b>Wellness</b>	A consulting room measuring 50 m <sup>2</sup> fully carpeted with wall to wall carpets. TCTA's existing furniture and setup must be used
<b>SCM tender meeting room</b>	A meeting room measuring 40 m <sup>2</sup> . The meeting room must be fitted out with laminated flooring. Access control and CCTV camera must be installed in the meeting room. 2 x network points must be installed in each meeting room.
<b>Kitchen / rest areas</b>	Kitchen/s / rest areas must be enclosed by soundproof walls which blocks out sound entering and leaving completely. 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, built-in cupboards with maple finish. 5 under counter cupboards, 1 broom cupboard 6 overhead cupboards must be fitted in the kitchen. Single sink, with hot and cold-water mixer. If the building is a multi-story building a kitchen must be installed on each floor.
<b>Archives</b>	Measuring 290 m <sup>2</sup> and 200 m <sup>2</sup> respectively that must be constructed to National Archive and Records Services (NARS) specifications (I.e. installation of gas suppression system biometric readers, etc) . TCTA's existing filing units must be used.
<b>Printing rooms</b>	Fully carpeted. TCTA has 11 photocopiers / multifunctional printing devices (MFPDs). The bidder must propose a solution as the allocation of the photocopiers will be based on the layout of the building.
<b>Security guard hut</b>	Minimum 30 m <sup>2</sup> that will comply with all security requirements

Unit	Specification (Refer to URS for sizes)
<b>Security control room</b>	Minimum of 20 m <sup>2</sup> . Within proximity to the reception area hidden from view to all entering the building. The installation of the necessary equipment as part of the Technical Security installation must form part of this requirement.
<b>Tender take on station</b>	The tender station must be near the building entrance measuring approximately 30m <sup>2</sup> . A lockable door with a security gate must be installed at the entrance into the station.  A drop bin measuring at least 1 m <sup>3</sup> must be positioned to the outside of the station when opened so that tenders can be deposited into the drop bin with ease. When the drop bin is opened, access to the inside of the station must be secured. This initiative will be finalised with the successful once the bid has been awarded.

#### 5.4.4 Electrical Installation to Meet SANS 10142 Code of Practice and Interior Lighting SABS 0114:1996 – Part I

- 5.4.4.1 Separate cable trays in the ceiling for Electrical cables (i.e. power) and network cables (i.e. CAT 6)
- 5.4.4.2 Where applicable, cable trays under desks must be 300 mm wide. All cable trays to be equal or like O-line grid span. Enough ducting from cable tray installation is to be provided. Such ducting will terminate in power skirting or any other power reticulation to the required points where applicable.
- 5.4.4.3 Installation of electrical reticulation as per the following requirement:
  - 5.4.4.3.1 2 SSO (Single Standard Outlet), white and 2 DSO (Dedicated Single Outlet), red plug points per office.
  - 5.4.4.3.2 4 SSO, white and 4 DSO, red plug points in photocopier and filing rooms
  - 5.4.4.3.3 10 SSO, white and 4 DSO, red plug points in meeting rooms
  - 5.4.4.3.4 8 SSO, white plug points in all kitchens
  - 5.4.4.3.5 8 three phase plugs in the server room
  - 5.4.4.3.6 60 SSO and 60 DSO plugs in the server room
  - 5.4.4.3.7 The minimum 'power' requirement for each workstation is SSO and DSO.
  - 5.4.4.3.8 The building must have enough lightning protection.
- 5.4.4.4 Lighting must comply with recommended OHS Act LUX levels.
- 5.4.4.5 Emergency lighting to relevant SABS specification.
- 5.4.4.6 On off light switches in each office, meeting room, storeroom, archive, etc.
- 5.4.4.7 SMART BUILDING
  - 5.4.4.7.1 Energy saving lights and automatic on & off sensors must be installed in Toilets, Meeting Rooms, Filing Rooms, Storerooms & Server Room, which turn off lights when the areas are unoccupied.
  - 5.4.4.7.2 The building must be energy efficient whereby a solution must be provided that will monitor the electrical and water consumptions including improvements thereof in the building.

## 5.4.5 Technical Security

A risk assessment of the Access Control system and the CCTV system proposed by the bidder must be provided as part of the mandatory submission of this RFB.

### 5.4.5.1 Access control system

The supply, installation and maintenance (for the contract period) of an access control system which must encompass card readers and face recognition readers or any technology that reduces the physical touching of the access unit / equipment.

The readers as listed above must be installed on all entrance and exit doors into the building (excluding emergency exits), archiving facilities, storerooms and main entrance points to an office area. If a multi-storey building is proposed, the lobby doors must be fitted with the respective access control requirements where reasonably practical.

A centralised enrolment point into the system must be provided at the security take on station.

All access cards, approximately 100 cards a year must be provided by the successful service provider and must be costed as part of this RFB.

Power over Ethernet (POE) switches must be supplied and installed by the bidder onto TCTA's network, however TCTA's IT Department will be always present and provide guidance to the bidder on the fundamentals of the installation..

### 5.4.5.2 CCTV System

5.4.5.2.1 The successful bidder will have to supply, install and maintain all Internet Protocol IP CCTV cameras. The CCTV equipment that will be installed must meet the following minimum requirements: -

- 5.4.5.2.1.1 The DVR recorders must be monitored from the guard room.
- 5.4.5.2.1.2 All cameras must have a view of the entire office area and the entire parking area. Notification of monitoring by CCTV system must be included.
- 5.4.5.2.1.3 Minimum 5.0 MP Network IP Mini eyeball camera with a fixed 3.6mm lens in a metal housing for inside use with all fittings and peripherals
- 5.4.5.2.1.4 Minimum 5.0 MP Network IP Mini eyeball camera with a fixed 3.6mm lens in a metal housing for outside use with all fittings and peripherals.
- 5.4.5.2.1.5 4K resolution 36 channel Real Time NVR with recording storage capacity of up to 90 days.
- 5.4.5.2.1.6 Cameras must also be installed in the IT server room and IT prep room.
- 5.4.5.2.1.7 Power over Ethernet (POE) switches must be installed for this installation.

### **5.4.5.3 Physical Security (Guarding) Risk assessment**

5.4.5.3.1 The successful bidder will have to do a risk assessment on the physical aspects of security of the proposed office space and provide TCTA with a risk profile of the building covering the following but not limited to;

5.4.5.3.2 The total amount of security guards required that will be required to man the site

5.4.5.3.3 Guard touring system and installation points

5.4.5.3.4 Armed response

All this information must be submitted as part of the bidder's proposal.

### **5.4.6 IT Cabling, IT Equipment Recovery and Relocation to new building**

5.4.6.1 All cabling CAT 6 and fibre (Dual Pairs) must be done by the bidder. Fibre Backbone between floors and to the data centre

5.4.6.2 Provision must be made for the installation of approximately 550 network points throughout the office area. The location of the points will be determined once the space planning has been finalised when the successful bidder has been appointed. TCTA's existing IT infrastructure (Network Switches) will be used.

5.4.6.3 Existing server cabinets, switch cabinets must be used.

5.4.6.4 Cable management diagrams including cable numbering source and destination patching must be done.

5.4.6.5 The provision of 3000 meters of CAT 6 cable which will be converted into fly leads of various lengths ranging from 1 – 10 meters.

5.4.6.6 The minimum IT requirements for each workstation are 1 Data (CAT 6 blocks) and 1 Voice (CAT 6 blocks) points.

5.4.6.7 Provision must be made for the recovery of the existing network infrastructure and its installation at the proposed location.

5.4.6.8 Relocation of TCTA's entire IT network infrastructure including campus network and external network connections. Provide heatmap for WIFI infrastructure and additional WIFI AP's if required.

## 5.4.7 Video Conference System and Telephony (Minimum Requirements)

### Video Conference

The video conference system must be able to incorporate intelligent handwriting recognition, UHD projection, video conferencing and open office applications (including MS Teams) in TCTA's boardrooms. The bidder will have to propose a solution for TCTA which must be based on the existing setup as a minimum requirement in terms of functionality and integration.

### VC Room Equipment

- The technology setup must be based on the existing TCTA setup for each boardroom where reasonably practical. The following must be taken into consideration:-
  - Upgrading all monitors, i.e. 2 x 85" monitors with up to 4K UHD Projection in the main boardroom and 1 x 65" in each of the other boardrooms.
  - The VC system must be compatible with Microsoft Teams and Skype.
- The systems must be compatible with

### Main boardroom (Katse)

- A presentation solution whereby internal delegates and visitors will be able to connect to presentation media.
- Presentation screen solution / interactive display (touch screen)
- Cabling and connections
- Workspace controller and interaction device
- Communication console – multi mic's
- Occupancy sensor
- Voice amplifier
- Audio distribution – surround sound
- Power sockets
- Room booking management
- Microsoft Teams compatible
- Integration to meeting location booking

### Boardroom 1, 2 and 3

A voice recording system with all its infrastructure must be installed in each boardroom. All voice recordings must be downloaded from a central point (refer to TCTA's existing setup). Existing furniture and VC infrastructure must be used in these boardrooms which must be near to the main boardroom. A superb interactive whiteboard with ultra-low latency must be installed in each boardroom with the following capabilities:-

- Ultra-low writing latency and smooth writing experience
- Intelligent writing recognition, automatically converting handwriting into digital forms



- One tap to send minutes to one's e-mail / mailbox
- Cloud meeting support to ensure the following:-
  - Support 3<sup>rd</sup> party cloud meeting service (OPS module required)
  - Built-in CLOUD Meeting, hard codec, and one-click activation
  - Seamless collaboration between PCs, phones, and Idea Hubs, allowing
    - Scanning to join a meeting
    - High network adaptability, 30% PLC for video, and 80% PLC for audio
    - Cross-enterprise communication, virtual meeting rooms, supporting
    - One-click to invite sites
- Popular apps pre-installed and customizable homepage

### **Telephony**

TCTA's existing telephony system (Avaya) must be re-installed by the successful bidder. The telephony system must be integrated with the Video Conferencing system. The telephony system will run on VOIP however the successful bidder will have to liaise with TCTA's network service provider and TCTA's IT Department for the necessary VOIP Infrastructure.

#### **5.4.8 Backup Power Supply**

The backup power supply must be able to carry the load of the following in the event of a power failure:-

- All workstations.
- All IT equipment and only server room air conditioners approximately 50 amps
- Eleven (11) photocopiers.
- All security and surveillance systems
- Emergency lights
- Lifts
- VIDEO Conference equipment in meeting rooms

The backup power supply must be able to carry the load for a period of 48 hours in the event of a power failure. The successful bidder will be responsible for the maintenance of this system throughout the period of the contract.

#### **5.4.9 In line Uninterrupted Power Supply (UPS)**

- Load carrying time of 30 minutes
- The following areas must be provided with Uninterrupted Power Supply. The bidder must supply the appropriate UPS and specify its power rating factor.
  - 20 plug points for computers that will be identified

- All Server room equipment. (TCTA's current power requirements is estimated at 30 Amps).
- All security and surveillance systems

#### **5.4.10 Heating Ventilation and Cooling (HVAC) In Compliance with Occupational Health and Safety, 1993 (Act 85 Of 1993)**

- 5.4.10.1 The building should be fully air-conditioned, with all maintenance undertaken by the successful bidder through the entire period of the lease.
- 5.4.10.2 The most cost-effective solution to be recommended by the bidder for comfort cooling, thus ensuring that the temperature in the work areas can always be controlled and maintained.
- 5.4.10.3 Natural ventilation to be provided to all areas and in all offices, i.e. opening of windows where reasonably practical.
- 5.4.10.4 Air conditioners must be zoned and must be able to be switched on and off when required.
- 5.4.10.5 Individually controlled air conditioners must be installed in individual offices and meeting rooms.
- 5.4.10.6 Cooling to be provided to the entire open plan office. 2 temperature sensors must be installed for every 400 m<sup>2</sup> of open plan office space.
- 5.4.10.7 Humidity control to be provided in office areas.

#### **5.4.11 Fire Detection and Prevention Installation**

- 5.4.11.1 Compliance to SABS 10139 requirements for the entire installations that will cover the office area, server room, archiving facilities (gas suppression system/s) etc.
- 5.4.11.2 Notification by sms of any alarms
- 5.4.11.3 The successful bidder will prepare a revised space planning proposal for the identified building. The proposal shall illustrate the process to be followed in order to fit out the procured building according to TCTA requirements. The space planning proposal is to be workshopped with TCTA.
- 5.4.11.4 Gas suppression systems must be installed in all archives, walk-in safes and the server room.

#### **5.4.12 Relocation of Office**

5.4.12.1 The successful bidder will manage all moving and relocation activities, including the transportation service and packaging and labelling of all movable items which will include but not be limited to, the zipline units and all documents, furniture, appliances, etc.

#### **5.4.13 OTHER REQUIREMENTS**

- The power of attorney must be submitted by the bidder if a bidder elects to use the services of a managing agent, broker, asset manager, property management company.
- If the proposed building is higher than one storey, then a minimum of one (1) lift MUST be provided and if the building is higher than two (2) storeys then a minimum of two (2) lifts MUST be provided.
- When developing the open plan office layout, the existing social distancing Regulations must be adhered to.
- TCTA shall retain the right of first refusal to extend the lease prior to the expiry of the initial five-year lease term.

**6. STAGE 1: ATTENDANCE OF COMPULSORY BRIEFING SESSION, AND SITE INSPECTION AT TCTA’S OFFICE**

Compulsory briefing session will be held online via Microsoft teams. Bidders are to send an e-mail to tenders03@tcta.co.za to preregister to receive an invitation to the meeting. The site inspection of TCTA’s premises will take place on 18 January 2022 at 11h00.

**7. STAGE 2: RETURNABLE DOCUMENTS**

All returnable documents are required for purposes of evaluation irrespective of whether they are designated mandatory or non-mandatory.

Any bidder who fails to submit a mandatory document as listed in Table 1 shall be disqualified at this stage and their bid will not further be evaluated.

**Table 1 Returnable Documents**

#	Document Type	Description	Status
1	Compliance	Proof of the building grade i. Bidders must provide written proof of the building grade on the bidder’s company letterhead signed by duly authorised person or,  ii. If the building is not a minimum of an A+ Grade building at the time of the bid submission, the bidder must confirm in writing on the bidder’s company letterhead signed by duly authorised person that the building will meet TCTA’s building grade requirements once the customisation of the building has been done.	Mandatory
2		Parking requirements. The bidder must demonstrate in the form of a parking layout that the parking requirements will be accommodated.	Mandatory

#	Document Type	Description	Status
3		<p>Building Location</p> <p>The bidder must submit the following:-</p> <ul style="list-style-type: none"> <li>• Attach title deed or municipal account or any legal document that proves the location of the building.</li> </ul>	Mandatory
4		<p>Beneficial rental proposal</p> <p>A minimum of 5 months beneficial rental which will cover the fit out of the building (3 months) and the early occupation of the building (2 months)</p> <p>Attach Proposal on the bidder's company letterhead signed by duly authorised individual.</p>	Mandatory
5		<p>User Requirements (URS) See <b>Appendix A</b> and <b>Appendix B</b>.</p> <p>TCTA will change the office layout because of operational requirements and COVID 19 requirements.</p> <p>The bidder must submit a floor plan of the proposed office area outlining TCTA's requirements in terms of office space quantities as well as the sizes (m2) as defined in the URS, Appendix A.</p> <p>The template, Appendix B, must be completed and reconciled as to what is being proposed by the bidder in terms of TCTA's requirements (URS). The bidder must comply 100% to TCTA's requirements as set out in the URS. The bidder will be disqualified for not complying / actioning the URS space requirements 100%. Office sizes must be indicated on the floor plan.</p>	Mandatory

#	Document Type	Description	Status
		Bidders must comply 100% to this requirement, i.e. all fields must be completed and marked up on the drawing	
6		Open Plan office Methodology Bidders must prepare and return a creative design or proposal on the look and feel of the office space demonstrating a modern workspace for our environment.	Mandatory
7		Video Conferencing and Telephony Bidders must submit the following:- <ul style="list-style-type: none"> <li>• A proposal on the solution that will be provided to TCTA</li> <li>• How the proposed solution will be integrated into the TCTA Avaya system.</li> </ul> Refer to Video Conference System and Telephony for guidance (Minimum Requirements)	Mandatory
8		A backup power supply Bidders will have to submit a proposal on the solution that will be provided to TCTA. Refer to for guidance (Minimum Requirements)	Mandatory
9		The power of attorney or the contractual agreement of the building owner to the managing agent or broker or asset manager or property management company, etc, must be submitted.	Mandatory
10		Company experience in similar office accommodation projects with a minimum of 3000 m2 <b>Complete Annexure A1 – A2</b> The bidder must demonstrate the completion of a minimum of 2 office accommodation projects.	Mandatory

#	Document Type	Description	Status
11	Functionality	Project Team Experience Submit Annexures B1 – B5 and Copy of Qualification	Non-Mandatory
12	Compliance Documentation	Certified Copy B-BBEE Certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EMEs and QSEs that are at least 51% black-owned. In case of Joint Ventures: Consolidated B-BBEE Certificate issued by a Verification Agency approved by SANAS or an Affidavit for EMEs and QSEs. Attach Copy	Non-Mandatory
13		Standard Bidding Documents <ul style="list-style-type: none"> <li>• SBD1</li> <li>• SBD 4</li> <li>• SBD 6.1</li> <li>• SBD 8</li> <li>• SBD 9</li> </ul> Complete Annexures C, – G	Non-mandatory
14		Tax Compliance Status Pin Attach Copy	Non-mandatory
15		Proof of registration on National Treasury Central Supplier Database Attach Copy	Non-mandatory
16	Evaluation Documentation	Certified Copy B-BBEE Certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EMEs and QSEs that are at least 51% black-owned. In case of Joint Ventures: Consolidated B-BBEE Certificate issued by a Verification Agency approved by SANAS or an Affidavit for EMEs and QSEs. Attach Copy	Non-mandatory

### 7.3 MANDATORY ENVELOPE B: FINANCIAL PROPOSAL

ENVELOPE B: PRICE	
Pricing – detailed and itemised, in line with the scope of work. Refer to Appendix D: Pricing Template	Mandatory

### 8. STAGE 3: FUNCTIONALITY

TCTA will evaluate the submissions for functional capacity and capability. TCTA will evaluate the submissions in terms of the functional criteria set out below.

The functionality will be evaluated out of 60 points. Bidders who do not meet the threshold of 20 (33.33%) points out of the 60 points will be disqualified at the end of this stage and not evaluated further to next stage of due diligence.

TCTA reserves the right to engage with references or referees provided as part of the technical submission to confirm submitted information during the evaluation process.

**Table 2: Functional Evaluation Criteria (Scoring)**

	Functional Evaluation Criteria	Maximum Points
	<b>Key Personnel Experience</b> <u>Only one individual must be proposed for one role</u> <b>Annexure B1 – B4 must be completed for each of the key personnel’s experience. Failure to complete these Annexures will result in the bidder scoring a zero for each incomplete Annexure.</b>	<b>60 Points</b>
<b>1</b>	<b>Key Personnel Experience</b> All the required information must be clearly outlined in the respective Annexures with contactable references.	<b>Property Manager or Building Manager or Facilities Management Experience:-</b> <ul style="list-style-type: none"> <li>• &gt; 8 years’ experience... =15 points</li> <li>• &gt;6 – 8 years’ experience =10 points</li> <li>• 5 years’ experience =5 points</li> <li>• Less than 5 years’ experience = 0 points</li> </ul>
<b>2</b>		<b>Project Manager project experience</b> <ul style="list-style-type: none"> <li>• &gt;8 projects =15 points</li> <li>• 4 – 8 projects = 10 points</li> <li>• &gt;3 – projects =5 points</li> <li>• Less than 3 projects =0 points</li> </ul>
<b>3</b>		<b>Architect Experience</b> <ul style="list-style-type: none"> <li>• &gt;8 projects =15 points</li> <li>• &gt;4 – 8 projects =10 points</li> </ul>



		<ul style="list-style-type: none"> <li>• 3 projects = 5 points</li> <li>• Less than 3 projects =0 points</li> </ul>	
<b>4</b>		<b>Quantity Surveyor</b> <ul style="list-style-type: none"> <li>• &gt;8 projects =15 points</li> <li>• &gt;4 – 8 projects =10 points</li> <li>• 3 projects = 5 points</li> <li>• Less than 3 projects =0 points</li> </ul>	15 points
<b>TOTAL POINTS</b>			<b>60 points</b>

## 9. STAGE 4: DUE DILLIGENCE

For all bidders that meet the minimum technical requirements of 20 points out of 60 points, due diligence will be undertaken to confirm the following:-

- i. The existence of the proposed building
- ii. Parkings as per TCTA's requirements
- iii. Visual confirmation that the floor space will accommodate TCTA's User Requirements as proposed by the bidder.

Bidders meeting the due diligence requirements will proceed to Stage 5 of the evaluation process being Price and Preference evaluation in terms of 90/10 preference point system.

Bidders that do not meet the due diligence requirements will be disqualified.

## 10. STAGE 5: PRICE AND B-BBEE (ENVELOPE B)

Bidders are required to provide a total fixed price over the contract period as per the template contained in APPENDIX D.

For ease of scoring, it is advisable for bidders to use the template as provided. However, should a different lay-out be used, bidders must ensure that all the information contained in the template (APPENDIX D) is retained.

TCTA will evaluate all Bid Submissions in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

### 10.1. B-BBEE

10.1.1. A bidder who fails to submit proof of B-BBEE status level of contributor or a non-compliant bidder will not be disqualified at this stage but:

- 10.1.1.1. May only score points out of 90 depending on which preference point system is applicable; and

10.1.1.2. Scores 0 out of 10 depending on which preference point system is applicable.

10.1.2. A joint venture or consortium must submit a consolidated B-BBEE scorecard in order to earn B-BBEE points.

10.1.3. All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

## **10.2. PRICE**

10.2.1. If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of the PPPFA.

10.2.2. Price must be reflected Excluding and Including VAT.

10.2.3. All prices must include disbursements.

10.2.4. Prices must be firm and unconditional. Bids with conditional prices will be rejected at the bid opening as not meeting the conditions of bid.

## **10.3. PREFERENTIAL POINTS CALCULATION**

The weighting of the evaluation criteria is as follows:

Price = 90 Points

B-BBEE = 10 Points

Total = 100 Points

## **11. STAGE 6: SUPPLIER VETTING**

TCTA reserves the right to disqualify a successful bidder who/whose:

11.1.1. Submits fraudulent information or information that they do not have authority to submit;

11.1.2. Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;

11.1.3. Poses a risk in terms of any vetting process conducted either by TCTA internally or the State Security Agency;

11.1.4. Has a director and/or stakeholder who is employed by any organ of state; and

11.1.5. Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.

11.1.6. Has a Director who has been restricted by National Treasury.

## **12. CONDITIONS OF BID**

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

### **12.1. COSTS OF BIDDING**

- 12.1.1. Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the compulsory briefing session.
- 12.1.2. TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

### **12.2. CLARIFICATIONS**

- 12.2.1. All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.
- 12.2.2. TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.
- 12.2.3. Should a Bidder fail to submit and/or complete statutory compliance annexures, TCTA will call upon the Bidder to complete and submit such annexures. TCTA reserves the right to request clarity to remove any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested non-mandatory documents or schedules within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder and no mandatory annexures, mandatory documents and/or mandatory schedules shall be requested after the tender closing date and time.

### **12.3. AMENDMENTS**

- 12.3.1. TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid 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.

- 12.3.2. Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.
- 12.3.3. TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.
- 12.3.4. TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.
- 12.3.5. TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.
- 12.3.6. In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

#### **12.4. MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION**

- 12.4.1. Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.
- 12.4.2. Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special conditions of Bid. The words "Amendment to Bid" and the description of the Bid must be clearly reflected on the envelope containing the documents or courier packaging.
- 12.4.3. No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.
- 12.4.4. TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder's responses will be made in writing.

#### **12.5. VALIDITY PERIOD**

- 12.5.1. All Bid Submissions must remain valid from the stipulated closing date and time of the Request for Bid for the period stated in this Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.

- 12.5.2. In the event that TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.
- 12.5.3. In the event that a bidder rejects the extension of validity period with no further comments. The bidder's rejection shall be accepted as a withdrawal from the bid process.
- 12.5.4. In the event that a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment has to be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

## **12.6. CONFIDENTIALITY**

All Bid Submissions 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 Bid Submissions will be disclosed to any other parties.

## **12.7. RIGHT NOT TO AWARD**

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid in line with regulation 13 of the Preferential Procurement Regulations, 2017:

- 12.7.1. Due to changed circumstances; there is no longer a need for the goods or the services specified in the invitation;
- 12.7.2. Funds are no longer available to cover the total envisaged expenditure;
- 12.7.3. No acceptable Bid is received; or
- 12.7.4. There is material irregularities in the Bid process

## **12.8. TERMS AND CONDITIONS OF CONTRACT**

12.8.1. Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:

- 12.8.1.1. The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;
- 12.8.1.2. The relevant Bid Submissions;

- 12.8.1.3. The letter of acceptance to the successful Bidder/s; and
- 12.8.1.4. Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and
- 12.8.1.5. The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.

12.8.2. The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable

12.8.3. In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA’s requirements.

**12.8.4. Variations**

No agreement to amend or vary a contract or purchaser order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing.

**12.8.5. Performance Management**

12.8.5.1. This contract shall be subject to performance management in line with TCTA’s Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder’s blacklisting within TCTA or other organs of state.

12.8.5.2. If the final signed contract between the parties does not stipulate the number of times performance management meetings shall be held, they must be held as outlined below.

More than 3 years	once every month;
1 year to 3 years	once every 3 (three) months
6 months to 1 year	at least twice in the contract’s duration
Less than 6 months	at least once in the contract’s duration

**12.8.6. Communication**

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

## **12.9. SUBCONTRACTING AFTER AWARD OF BID**

12.9.1 The successful bidder may subcontract after award of the bid. The following requirements are to be met during the subcontracting:

12.9.1.1 The bidder awarded a contract may only enter into a subcontracting arrangement with the approval of TCTA.

12.9.1.2 The bidder awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

12.9.1.3 The bidder awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than bidder, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

12.9.1.4 The proposed subcontractors must be sourced from the National Treasury Central Supplier Database (CSD). Proof of the subcontractor CSD registration must be submitted. The proposed subcontractor for construction related activities must be registered with CIDB for appropriate grade and class of works.

12.9.2 It is the responsibility of the bidders to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardized by the subcontractor when evaluated. Bidders are responsible for all due diligence on their subcontractors.

12.9.3 Please note that any subcontractor, with which the bidder might be associated, will not be eligible to participate in bidding for any goods, services or works. Any structural relationships with proposed subcontractors shall be indicated under "Associations" and "Group Organisation Chart". Failure to declare such relationships will be grounds for the TCTA to reject the bid and annul the award of any subsequent Agreement.

## **12.10. CESSION OF RIGHTS**

12.10.1 The successful bidder may cede their rights to a third-party provided that:

12.10.1.1 The cession does not take place less than 6 (six) months from the date of award;

12.10.1.2 The third-party is registered on the CSD;

12.10.1.3 The third-party has a BBEE status level of contributor equal to or higher than that of the successful bidder;

12.10.1.4 The parties prepare a draft a cession agreement that meets all the legal requirements on a template of their own choosing and at their own legal costs; and

12.10.1.5 The cession agreement is submitted for vetting by TCTA prior to signature.

12.10.2 TCTA may reject the cession should it not meet the requirements set out above and provide reasons to the supplier.

## **12.11 NOTIFICATION OF UNSUCCESSFUL BIDDERS**

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

## **12.12 PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES**

12.12.1 No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:

12.12.2 Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or

12.12.3 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 Bidder and/or any other party; and/or

12.12.4 Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.

12.12.5 TCTA shall be entitled to disqualify any Bidder/s if it has reason to believe that any conduct relating to that set out in Condition 13.12 above has occurred.

## **12.13 FRONTING**

12.13.1 The TCTA supports the spirit of Broad Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.

12.13.2 TCTA, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting



indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.

- 12.13.3** Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

## **12.14 JOINT VENTURE OR CONSORTIUM**

12.14.1 TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.

12.14.2 The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:

12.14.2.1 Control

12.14.2.2 Management

12.14.2.3 Operations

12.14.3 The joint venture or consortium agreement:

12.14.3.1 Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.

12.14.3.2 Must record the percentage participation by each member.

12.14.3.3 Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;

12.14.3.4 Must provide for the establishment of a management body for the joint venture or consortium;

12.14.3.5 Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;

12.14.3.6 Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;

12.14.3.7 Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and

12.14.3.8 Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;

#### 12.14.4 Right to review the joint venture or consortium agreement

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out in 18.2 above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

#### 12.14.5 Amendment of the joint venture or consortium agreement

The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Employer.

### **12.15 PAYMENT PROCESS**

12.15.1 Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.

12.15.2 Invoices must be submitted with supporting documents. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.

12.15.3 No payment shall be made unless the following information has been presented to TCTA to its satisfaction:

12.15.3.1 VAT registration certificate, if the successful Bidder is a VAT vendor;

12.15.3.2 Without deduction of PAYE and/or SITE, if the successful Tenderer is not registered for VAT; or

12.15.3.3 Statement setting out details of services rendered, accompanying invoice.

12.15.3.4 Statement of account detailing cumulative costs claimed from contract inception against the contract amount.

12.15.4 All invoices shall contain a Purchase Order number, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due,

services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.

12.15.5 Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA or incurring any interest for late payment.

**ANNEXURE A:-SCHEDULE OF THE BIDDER’S EXPERIENCE – TURNKEY PROJECT**

The following is a statement of similar work successfully executed by bidder

<b>Client Name</b>	<b>Address of Project</b>	<b>Size of project m<sup>2</sup></b>	<b>Start Date</b>	<b>End Date</b>	<b>Client Contact Person</b>	<b>Telephone Number</b>	<b>E-mail Address</b>

SIGNATURE: ..... NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

**ANNEXURE B1: PROPERTY MANAGER OR BUILDING MANAGER OR FACILITIES MANAGER**

Please note that this FORM must be completed. If replaced with a different lay-out, **all** the information in the table below must be provided to score points.

**Name:** .....

Name of Employer	Building Managed	Start Date	End Date	Total No. of Years	Reference Name	Reference Contact Details

SIGNATURE: ..... NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

**ANNEXURE B2: PERSONNEL EXPERIENCE: PROJECT MANAGER**

Please note that this FORM must be completed. If replaced with a different lay-out, **all** the information in the table below must be provided to score points.

**Name:** .....

Client Name	Address of Project	Size of project m <sup>2</sup>	Start Date	End Date	Client Contact Person	Telephone Number

Client Name	Address of Project	Size of project m <sup>2</sup>	Start Date	End Date	Client Contact Person	Telephone Number

SIGNATURE: ..... NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

**ANNEXURE B3: PERSONNEL EXPERIENCE: ARCHITECT**

Please note that this FORM must be completed. If replaced with a different lay-out, **all** the information in the table below must be provided to score points.

Name: .....

Client Name	Address of Project	Size of project m <sup>2</sup>	Start Date	End Date	Client Contact Person	Telephone Number



Client Name	Address of Project	Size of project m <sup>2</sup>	Start Date	End Date	Client Contact Person	Telephone Number

SIGNATURE: ..... NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

**ANNEXURE B4: PERSONNEL EXPERIENCE: QUANTITY SURVEYOR**

Please note that this FORM must be completed. If replaced with a different lay-out, **all** the information in the table below must be provided to score points.

**Name:** .....

Client Name	Address of Project	Size of project m <sup>2</sup>	Start Date	End Date	Client Contact Person	Telephone Number

Client Name	Address of Project	Size of project m <sup>2</sup>	Start Date	End Date	Client Contact Person	Telephone Number

SIGNATURE: ..... NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

**PART A: REQUEST FOR BID**

<p><b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b></p>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<p><b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b></p>					
<p><b>BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO</b></p>			<p><b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b></p>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<p><b>SUPPLIER INFORMATION</b></p>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<p>TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</p>		<p>[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs)  
MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

<p><b>1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><b>2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]</p>
--	--	---	---

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

**PART B: TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURE OR CONSORTIUMS / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this Request for Bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.8 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**



2.8.1 If yes, did you attached proof of such authority to the bid document?

**(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)**

2.8.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.9 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.9.1 If so, furnish particulars:

.....  
.....  
.....

2.10 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars:

.....  
.....  
.....

2.11 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....

2.12 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.12.1 If so, furnish particulars:

.....  
 .....  
 .....

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

**4. DECLARATION**

I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS  
CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS  
OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

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

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = ..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES  NO

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted .....%
- ii) The name of the sub-contractor .....
- iii) The B-BBEE status level of the sub-contractor .....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES  NO

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint venture or consortium / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....



8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS: .....</p> <p>.....</p> <p>.....</p>
--

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- i. This Standard Bidding Document must form part of all bids invited.
- ii. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- iii. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- iv. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION****CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - (a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</sup> Joint venture or consortium or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## APPENDIX A:- TCTA's USER REQUIREMENTS (URS)

USER REQUIREMENTS (URS)				
	TYPE	Qty	size in m2	Total m2
<b>Seating arrangements for 40 permanent employees</b>	Executive Manager	5	35	175
	PA office	5	25	125
	Senior Manager	5	30	150
	Technical	8	20	160
	Admin	17	20	340
<b>Hot desk for 60 employees</b>	Operational open plan	60	12	720
<b>Office setup</b>	Asset holding room 1	1	30	30
	Asset holding room 2	1	30	30
	Stationery dispensing room	1	30	30
	IT server room	1	30	30
	IT prep room	1	30	30
	Reception	1	40	40
	Meeting room lobby area	1	30	30
	Katse	1	185	185
	Berg	1	80	80
	Vress	1	80	80
	Olifants	1	80	80
	Wellness	1	50	50
	SCM tender Meeting room 1	1	40	40
	SCM tender Meeting room 2	1	40	40
	SCM tender Meeting room 3	1	40	40
	SCM tender Meeting room 4	1	40	40
	SCM tender Meeting room 5	1	40	40
	Kitchens / rest areas	1	80	80
	Archive1 separate or combined with 2	1	220	220
	Archive2 separate or combined with 1	1	200	200
	Printing area	11	10	110
	Security guard hut	1	30	30
	Security control room	1	20	20
	Tender take on station	1	30	30
Back up power supply room	1	40	40	
<b>Common area</b>	Common areas	1	305	305
<b>TOTAL SQM</b>				<b>3600</b>



## APPENDIX B:- EVALUATION TEMPLATE

### EVALUATION TEMPLATE:-

THIS TEMPLATE MUST BE COMPLETED ELECTRONICALLY AND THEN PRINTED OUT AND SUBMITTED AS PART OF THE RETURNABLE DOCUMENTS. A SOFT COPY OF THIS TEMPLATE MUST ALSO BE PROVIDED AS PART OF THE TECHNICAL RESPONSE.

The bidder must complete all cells highlighted in yellow. The QTY's and the sizes MUST tally up with the User Requirements (URS). Each office, meeting room, open area etc must be referenced on this template. Refer to the example for clarity.

	TYPE	Qty	size in m2	Total m2	Floor plan position
<b>Seating arrangements for 40 permanent employees</b>	Executive Manager office 1	1			
	Executive Manager office 2	1			
	Executive Manager office 3	1			
	Executive Manager office 4	1			
	Executive Manager office 5	1			
	PA office 1	1			
	PA office 2	1			
	PA office 3	1			
	PA office 4	1			
	PA office 5	1			
	Senior Manager office 1	1			
	Senior Manager office 2	1			
	Senior Manager office 3	1			
	Senior Manager office 4	1			
	Senior Manager office 5	1			
	Technical office 1	1			
	Technical office 2	1			
	Technical office 3	1			
	Technical office 4	1			
	Technical office 5	1			
Technical office 6	1				
Technical office 7	1				
Technical office 8	1				
Admin open plan	17				
<b>Hot desk for 60 employees</b>	Operational open plan	60			
<b>Office setup</b>	Asset holding room 1	1			
	Asset holding room 2	1			
	Stationery dispensing room	1			
	IT server room	1			
	IT prep room	1			
	Reception	1			
	Meeting room lobby area	1			

	Katse	1			
	Berg	1			
	Vress	1			
	Olifants	1			
	Wellness	1			
	SCM tender Meeting room 1	1			
	SCM tender Meeting room 2	1			
	SCM tender Meeting room 3	1			
	SCM tender Meeting room 4	1			
	SCM tender Meeting room 5	1			
	Kitchens / rest areas	1			
	Archive1 separate or combined with 2	1			
	Archive2 separate or combined with 1	1			
	Printing area 1	1			
	Printing area 2	1			
	Printing area 3	1			
	Printing area 4	1			
	Printing area 5	1			
	Printing area 6	1			
	Printing area 7	1			
	Printing area 8	1			
	Printing area 9	1			
	Printing area 10	1			
	Printing area 11	1			
	Security guard hut	1			
	Security control room				
	Tender take on station	1			
	Back up power supply room	1			
<b>Common Area</b>	Common area	1			
	<b>TOTAL SQM</b>		<b>0</b>		

**APPENDIX C:- WORK EXAMPLE OF EVALUATION TEMPLATE**

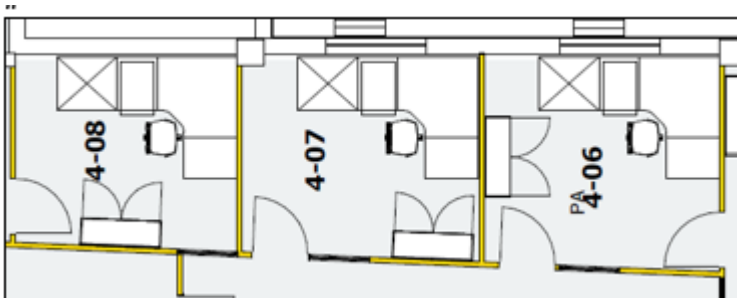
<b>EXAMPLE</b>			
<b>USER REQUIREMENTS (URS) / EVALUATION TEMPLATE</b>			
<b>TYPE</b>	<b>Qty</b>	<b>size in m2</b>	<b>Total m2</b>
Executive Manager office 1	1	40	40
Executive Manager office 2	1	40	40
Executive Manager office 3	1	40	40

**EXAMPLE ONLY**

**THIS TEMPLATE MUST BE COMPLETED ELECTRONICALLY AND THEN PRINTED OUT AND SUBMITTED AS PART OF THE RETURNABLE DOCUMENTS. A SOFT COPY OF THIS TEMPLATE MUST ALSO BE PROVIDED AS PART OF THE TECHNICAL RESPONSE.**

The bidder must complete all cells highlighted in yellow. The QTY's and the sizes **MUST** tally up with the User Requirements (URS). Each office, meeting room, open area etc must be referenced on this template.

<b>TYPE</b>	<b>Qty</b>	<b>size in m2</b>	<b>Total m2</b>	<b>Floor plan position</b>
Executive Manager office 1	1	40	40	4 - o6
Executive Manager office 2	1	40	40	4 - o7
Executive Manager office 3	1	40	40	4 - o8



## APPENDIX D:- PRICING TEMPLATE

<b>APPENDIX D:- COST ESTIMATE ONLY</b>										
<b>COMPLETE CELLS HIGHLIGHTED IN YELLOW ONLY</b>										
<i>Property Type:</i>										
<i>Property Address:</i>										
<i>Office Area m<sup>2</sup></i>										
<i>Storage Area m<sup>2</sup></i>										
<b>Proposal - Operating Cost (excl VAT)</b>										
Description of Cost Items	Monthly Cost per m <sup>2</sup>	Units	Five Year Evaluation Calculations					Total		
			Year 1	Year 2	Year 3	Year 4	Year 5			
Rental Lease	0	m <sup>2</sup>	R	-	R	-	R	-	R	-
Rental storage	0	m <sup>2</sup>	R	-	R	-	R	-	R	-
Operating Cost	0	m <sup>2</sup>	R	-	R	-	R	-	R	-
Parking	Basement	bays	R	-	R	-	R	-	R	-
	Shaded	bays	R	-	R	-	R	-	R	-
	Open	bays	R	-	R	-	R	-	R	-
Rates & Taxes (where applicable)	0	m <sup>2</sup>	R	-	R	-	R	-	R	-
Water (Estimated)	0	m <sup>2</sup>	R	-	R	-	R	-	R	-
Electricity (Estimated)	0	m <sup>2</sup>	R	-	R	-	R	-	R	-
Sewage (Estimated)	0	m <sup>2</sup>	R	-	R	-	R	-	R	-
Other costs [Specify in separate attachment]			R	-	R	-	R	-	R	-
<b>Total Operating Cost for 5 years excluding escalation</b>			R	-	R	-	R	-	R	-
<b>Escalation (% per annum)</b>										
Description	%	Note								
Rental and Storage										
Operating Cost										
Parking										
Rates & Taxes (Estimated)										
Water (Estimated)										
Electricity (Estimated)										
Sewage (Estimated)										
Other costs [Specify]										
<b>Proposal - Capital Cost (excl VAT)</b>										
Description of Cost Items	Cost per m2	Total Square Meters	Total Cost		Notes					
Cost per square meter for the entire fit out			R	-						
			Sub-Total	R	-	excl VAT				
Tenant installation allowance	Total Proposal	Notes								
<b>Total Capital Cost</b>	R	-	excl VAT							
			<b>TOTAL COST OVER 5 YEARS EXCLUDING VAT</b>	R	-					
			<b>VAT</b>	R	-					
			<b>TOTAL COST OVER 5 YEARS INCLUDING VAT</b>	R	-					