



REQUEST FOR PROPOSAL

RFB NUMBER:	RFB001/2025
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS
PUBLICATION DATE:	29 APRIL 2025
VALIDITY PERIOD:	90 DAYS FROM THE CLOSING DATE
CLOSING DATE:	22 MAY 2025
CLOSING TIME:	12H00
BRIEFING SESSION	COMPULSORY BRIEFING SESSION WILL BE HELD ON MICROSOFT TEAMS AS PER BELOW LINK Click here to join the meeting DATE: 09 MAY 2025 TIME: 11H00 - 12H30 FAILURE TO ATTEND THE SESSION WILL LEAD TO DISQUALIFICATION
BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO:	SAFCOL HEAD OFFICE MERCEDES BENZ BUILDING 4th FLOOR (Reception) 210 ARAMIST AVENUE MENLYN MAINE, PRETORIA PRETORIA 0081
PRICE OF BID DOCUMENT	NO CHARGE
SCM INQUIRIES: For all bidding related enquiries	Ms. Lungile Moeketsi E-mail: Lungile.Moeketsi@safcol.co.za
NAME OF BIDDER:	
TOTAL BID AMOUNT (Including VAT): R	

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Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it shall not be accepted for consideration.

The SAFCOL's Bid Box is generally accessible 8 hours a day from 08h00 to 16h30; 5 days a week (Monday to Friday). Bidders must ensure that they **deposit their bids in the tender box situated next to the reception.**

(Bidders must advise their couriers of the instruction above to avoid misplacement of bid responses)

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – **(NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF THE BID, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	
If Joint Venture, indicate the following: (To be completed for each JV)	
Name of prime contractor	
Registration number	

If Joint Venture, indicate the following: (To be completed for each JV)	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Consortium, indicate the following: (To be completed for each Consortium member)	
Name of Joint Venture/ Consortium member	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: (To be completed for each subcontractor)	
Name of prime contractor	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	

If using subcontractors, indicate the following: (To be completed for each subcontractor)	
Postal address	
Physical address	

Checklist of documents to be submitted:

Please tick in the relevant block below

YES NO

☐	☐	Submit an Original bid document and a copy.
☐	☐	SBD 1: Invitation to Tender (with a signature of an authorized representative of the Tenderer)
☐	☐	Specifications, Conditions of tender and Undertakings by Tenderer (with a signature of an authorized representative of the Tenderer)
☐	☐	SBD 3.1 Pricing Schedule
☐	☐	SBD 4- Bidder's disclosure
☐	☐	SBD 6.1 Preference Point Claim Form in terms of the preferential procurement regulations 2022
☐	☐	Certified copies of your CIPC company registration documents listing all members with percentages, in case of a close corporation
☐	☐	Certified copies of latest share certificates, in case of a company.
☐	☐	A breakdown of how fees and work will be spread between members of the Tendering consortium.
☐	☐	Supporting documents to responses to Mandatory Criteria
☐	☐	Supporting documents – Central Supplier Database Registration Summary Report

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SAFCOL					
BID NUMBER:	RFB001/2025	CLOSING DATE:	22 MAY 2025	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT
(STREET ADDRESS)

SAFCOL HEAD OFFICE MERCEDES BENZ BUILDING 4th FLOOR (Reception) 210 ARAMIST AVENUE MENLYN MAINE, PRETORIA PRETORIA 0081				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

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AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	☐	A REGISTERED AUDITOR NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS ON SPECIFIC GOALS, WHERE APPLICABLE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g., resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	SAFCOL	CONTACT PERSON	N/A
CONTACT PERSON	N/A	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER	N/A	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	N/A
E-MAIL ADDRESS	tenders@safcol.co.za		

TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS

- 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS 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.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐
 YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

GENERAL INFORMATION

1 NON-EXPECTATION:

Notwithstanding anything stated in the Request for Proposals (“**RFP**”), in the advertisements published in respect of the RFP, any answers or clarification provided by the SAFCOL as part of the SCM process or otherwise:

- 1.1 The procurement of accommodation, goods or services will be at the SAFCOL’s sole and absolute discretion and the SAFCOL reserves the right, including without limitation: not to accept any proposal/bid and to cancel the RFP and this TOR, without awarding any contract; unilaterally to amend/supplement/split the specifications on the basis of which the RFP and this TOR is made, including but without limiting, the right to withdraw any part of the service requirement;
 - 1.1.1 to ask clarification of their proposals/bids from any one or more of the bidders;
 - 1.1.2 to conduct one or more inspections *in loco* at the venues and facilities offered; and
 - 1.1.3 to link any conditions, it deems appropriate to its acceptance of any bid.
- 1.2 the RFP, its advertisement or this TOR does not constitute an offer. The aforementioned documents intend only to provide enough information for the preparation and submission of comparable proposals by the bidders.
- 1.3 the lowest or any proposal/bid may not necessarily be accepted.
- 1.4 nothing in the RFP, this TOR or in the advertisements published in respect of the RFP or in the actions of the SAFCOL, the Head/Acting Head of the SAFCOL, the SAFCOL’s agents, members, officials or employees must be construed as creating any expectation, legitimate or otherwise, regarding matters dealt with in the RFP, the advert for the RFP or this TOR or any other matters.

2 CONDITIONS AND UNDERTAKINGS BY BIDDER BID

- 2.1 **The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
 - 2.1.1 Black ink should be used when completing Bid documents.
 - 2.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SAFCOL will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- 2.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to SAFCOL on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken

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as part of, and incorporated into, this Bid) at the prices inserted therein.

- 2.3 I/We agree that -
- 2.4 the offer herein shall remain binding upon me/us and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing hour and date of the Bid;
- 2.5 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 2.6 NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 2.7 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 2.8 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

Signature(s) of Bidder or assignee(s)	Date
Name of signing person (in block letters)	
Capacity	
Are you duly authorized to sign this bid?	
Name of Bidder [company name] (in block letters)	
Postal address (in block letters) Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)	
Telephone Number	FAX Number:
Cell Number	E-mail Address:

Confidentiality

- 2.9 The information contained in this document is of a confidential nature and must only be used for purposes of responding to this RFP. This confidentiality clause extends to bidder, partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.
- 2.10 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 2.11 The receiving party shall not, during the period of validity of this process, or at any time, thereafter, use or disclose, directly or indirectly, the confidential information of SAFCOL (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 2.12 The receiving party shall take all such steps as may be reasonably necessary to prevent SAFCOL’s confidential information coming into the possession of unauthorized third parties. In protecting the receiving party’s confidential information, SAFCOL shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 2.13 Any documentation, software or records relating to confidential information of SAFCOL, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process shall:
- 2.13.1 be deemed to form part of the confidential information of SAFCOL;
 - 2.13.2 be deemed to be the property of SAFCOL;
 - 2.13.3 not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
 - 2.13.4 be surrendered to SAFCOL on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

3 News and press releases

- 3.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, SAFCOL and its Client.

4 Precedence of documents

- 4.1 This RFP consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 4.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that SAFCOL may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by SAFCOL.
- 4.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of SAFCOL as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of SAFCOL in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

5 Preferential procurement reform

- 5.1 SAFCOL supports B-BBEE as an essential ingredient of its business. In accordance with government policy, SAFCOL insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 5.2 SAFCOL shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential Regulations, 2022.

6 National Industrial Participation Programme

- 6.1 The National Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD5 is not applicable for this bid.).

7 Language

- 7.1 Bids shall be submitted in English.

8 Gender

- 8.1 Any word implying any gender shall be interpreted to imply all other genders.

9 Headings

- 9.1 Headings are incorporated into this proposal and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

10 Security clearances

- 10.1 Employees and subcontractors of the successful bidder may be required to be in possession of valid security clearances to the level determined by the SSA and/or SAFCOL commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.
- 10.2 Employees and subcontractors of the successful bidder will be required to sign a non-disclosure agreement.

11 Occupational Injuries and Diseases Act 13 of 1993

The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. SAFCOL reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to SAFCOL.

12 Formal contract

- 12.1 This RFP, all the appended documentation and the proposal in response thereto read together, form the basis for a formal contract to be negotiated and finalized between SAFCOL and/or its clients and the enterprise(s) to whom SAFCOL awards the bid in whole or in part.
- 12.2 Any offer and/or acceptance entered verbally between SAFCOL and any vendor, such offer shall not constitute a contract and thus not binding on the parties.

13 Protection of Personal Information

In responding to this bid, SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that it shall only process the information disclosed by bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any personal information disclosed by SAFCOL in the bidding process in the same manner.

14 Reasons for disqualification

- 14.1 SAFCOL reserves the right to disqualify any bidder, which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:
- 14.1.1 bidders whose tax matters have not been declared by the South African Tax Revenue services to be in order, or that satisfactory arrangements have been made with the South African Tax Revenue Services to meet the bidder's tax obligations;
 - 14.1.2 bidders who submitted incomplete information and documentation essential for the adjudication of the requirements of this RFP;
 - 14.1.3 bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, Work references, experience, etc.;

- 14.1.4 bidders who received information not available to other vendors through fraudulent means; and/or
- 14.1.5 bidders who do not comply with mandatory requirements as stipulated in this RFP.
- 14.1.6 bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or;
- 14.1.7 bidders who are listed on the National Treasury's database of restricted suppliers and defaulters.

15 National Treasury's Central Supplier Database (CSD)

- 15.1 Tenderers are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. SAFCOL is required to ensure that price proposals are invited and accepted from prospective Tenderers listed on the CSD. Tender may not be awarded to a Tenderer who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>. Respondents are required to provide the following to SAFCOL in order to enable it to verify information on the CSD:

Supplier Number: _____ unique registration reference number: _____.

16 Bid preparation

- 16.1 All additions to the proposal documents i.e. annexures, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the goods offered etc. shall be neatly bound as part of the schedule concerned.
- 16.2 All responses regarding questions posed in the annex attached herewith shall be answered in accordance with the prescribed RFP response format.
- 16.3 There shall be no public opening of the Bids received. Unless specifically provided for in the proposal document, Bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.
- 16.4 No Bids from any bidder with offices within the Republic of South Africa (RSA) shall be accepted if sent via the Internet or e-mail.
- 16.5 Bids from international bidders with no office or representation in the RSA shall not be accepted.

17 Oral presentations and briefing sessions

- 17.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to SAFCOL. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SAFCOL shall schedule the time and location of these presentations. Oral presentations are an option of SAFCOL and may or may not be conducted.
- 17.2 Any bidder who has reasons to believe that the tender specification is based on a specific brand must inform SAFCOL not later than ten (10) days after the publication of the Bid.

GENERAL CONDITIONS OF BID AND CONDITIONS OF CONTRACT

- 1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document and are required to explicitly state either "Comply" or "Do not Comply" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.
- 2 A "✓" under "Comply" will be interpreted as full compliance/acceptance to the applicable paragraph. A "✓" under "Do Not Comply" will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder **does not accept** the content of the applicable paragraph.
- 3 The following bid conditions will govern the contract between the SAFCOL and the successful bidder:

3.1

This Bid is subject to the General Conditions of Contract referred to in this document.	Comply	Do not Comply

3.2

The laws of the RSA shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Comply	Do not Comply

3.3

SAFCOL shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	Comply	Do not Comply

3.4

SAFCOL SCM may request written clarification regarding any aspect of this proposal. The bidders must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified.	Comply	Do not Comply

3.5

	Comply	Do not Comply

In the case of Consortium, Joint Venture or Subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and rand value.		
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3.6

SAFCOL reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	Comply	Do not Comply

3.7

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	Comply	Do not Comply

3.8

By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.	Comply	Do not Comply

3.9

Where applicable, SAFCOL reserves the right to conduct benchmarks on product/services offered during and after the evaluation.	Comply	Do not Comply

3.10

SAFCOL reserves the right to conduct a pre-award's survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	Comply	Do not Comply

3.11

Where the Bid calls for commercially available solutions, bidders who offer to provide future based solutions will be disqualified.	Comply	Do not Comply

3.12

The bidder should not qualify the proposal with own conditions. Caution: If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.	Comply	Do not Comply

3.13

	Comply	Do not Comply
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Should the bidder withdraw the proposal before the proposal validity period expires, SAFCOL reserves the right to recover any additional expense incurred by SAFCOL having to accept any less favourable proposal or the additional expenditure incurred by SAFCOL in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.		
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3.14

Delivery of and acceptance of correspondence between SAFCOL and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	Comply	Do not Comply

3.15

Should the parties at any time before and/or after the award of the proposal and prior to, and/or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SAFCOL shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that SAFCOL reserves the right to award the same proposal to next best bidders as it deems fit.	Comply	Do not Comply

3.16

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	Comply	Do not Comply

3.17

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SAFCOL signatory and added to this RFP as an addendum.	Comply	Do not Comply

3.18

	Comply	Do not Comply
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Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.		
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3.19

Bidders who make use of subcontractors. The proposal shall however be awarded to the vendor as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SAFCOL and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.	Comply	Do not Comply

3.20

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	Comply	Do not Comply

3.21

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	Comply	Do not Comply

3.22

Evaluation of Bids shall be performed by an evaluation panel established by SAFCOL. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80/90, and the maximum number of preference points that may be claimed for B-BBEE (according to the PPPFA) is 20/10.	Comply	Do not Comply

3.23

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	Comply	Do not Comply

3.24

The bidders' response to this tender, or parts of the response, shall be included as a whole or by reference in the final contract.	Comply	Do not Comply

3.25

SAFCOL has discretion to extend the validity period should the evaluation of this bid not be completed within the stipulated validity period.	Comply	Do not Comply

3.26

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	Comply	Do not Comply

3.27

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been affected and the original wording or phrasing shall be used.	Comply	Do not Comply

3.28		
The Bidder has read, understood and commit to comply with the SAFCOL Supplier code of conduct obtainable from: t: SCM-DOC-001 SUPPLIER CODE OF CONDUCT or https://www.safcol.co.za/opportunities/procurement-opportunities/ NB: Non-compliance will lead to disqualification from the bid process.		

SBD 3.1:PRICING SCHEDULE

Name of bidder: BID NUMBER: RFB001/2025 Closing Time 12:00

PLEASE NOTE:

OFFER TO BE VALID FOR 90 DAYS FROM 22 MAY 2025 (THE CLOSING DATE OF BID).

The bidder must provide the total price for the

RFB001/2025– APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS

This annexure should be completed and signed by the Bidder's authorised personnel as indicated below: **If applicable each year**

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- 1 Please indicate your total bid price here: R..... (Incl of VAT)
(**compulsory**)
- 2 **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.**
- 3 **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

4 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

5 **Mandatory:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

6.

No price adjustments that are 100% linked to exchange rate variations shall be allowed.	Comply	Not comply
Substantiate / Comments		

7.

The bidder must indicate clearly , which portion of the service price as well as the monthly costs is linked to the exchange rate.	Comply	Not comply
Substantiate / Comments		

8.

All additional costs must be clearly specified.	Comply	Not comply
Substantiate / Comments		

Price Declaration Form

Dear Sir/Madam

Having read through and examined the Tender Document, Tender no. **RFB001/2025**, the General Conditions, The Requirement and all other Annexes to the Tender Document, we to provide

_____, for the total tendered contract sum of:

R _____ (including VAT)

In Words: R _____ (including VAT).

We confirm that this price covers all services for the

RFB001/2025– APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS

, including but not limited to the supply of all required. We confirm that the SAFCOL will incur no additional costs whatsoever over and above this amount in connection with the services related to the provision of this services We undertake to hold this offer open for acceptance for a period of **90 days**

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from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED

DATE:

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SBD 4: Declaration of Interest

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted

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

where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....	
Signature	Date
.....	
Position	Name of bid

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is 80/20 preference point system.

**RFB001/2025 APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR
SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS**

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 $P_{\min}$ = Price of lowest acceptable tender

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Procurement from black owned entities (At least 51% ownership).		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

3.2. Name of company/firm.....

3.3. Company registration number:

3.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

TERMS OF REFERENCE

Appointment of a service provider to lease out office space for the Pretoria head office office for a period of 3 years

1. PURPOSE

The South African Forestry Company SOC Limited (SAFCOL) is seeking proposals from reputable, competent and qualifying service providers to provide for the leasing of office space and parking space in the Pretoria area to accommodate SAFCOL Head Office for a period of Three (3) year starting **01 August 2025**. In addition, SAFCOL requires the landlord to:

- i. Undertake space planning for the building
- ii. appoint, manage and coordinate the tenant installation.

2. BACKGROUND

2.1 Introduction

SAFCOL Pretoria Office is currently located in Lynwood Glen, Pretoria, Gauteng. It accommodates the Executive Management and support functions of the business.

2.2 Objectives of the required goods / services

To procure professional services to provide office leasing to SAFCOL for a period of three years in the Pretoria area. The successful lease proposal will adequately provide for the office space requirements for SAFCOL; it will either meet or exceed existing business requirements for all affected SAFCOL employees and associated infrastructure. It needs to make provision for the relocation and implementation of all business-related infrastructure, e.g. networks, telephones, printers, access control, etc. The organisation also expects minimal interruptions in business operations and a fully functional Pretoria Office from **01 August 2025**.

2.3 Expected benefits for the company

The proposed office location (lease) will accommodate the Pretoria Office and will also adequately address all SAFCOL requirements as set out in the scope of work as contained under section 3.

3. SCOPE OF WORK

SAFCOL is looking for office space and secure parking facilities in a secure environment and located in the Pretoria area, which should meet the following requirements:

A. Lease Period

The premises must be offered to SAFCOL under an operating lease (i.e. not a purchase agreement, public-private partnership or finance lease) **for a period of Three (3) years**. ("lease period").

B. Expected date of occupation

Full and beneficial occupation of the premises to be offered to SAFCOL on **1 August 2025**.

Please refer to **Special Conditions of Bid**.

C. Space planning

The service provider must within receipt of requirements from SAFCOL undertake space planning activities on the building offered.

D. Fit-out

The service will then implement fit-out based on the space planning requirements identified.

The Facility

Salient Building and Ownership Information	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
Building Name	Please specify	
Building Address	Please specify	
Owner / Landlord	Please specify and provide proof of ownership	
Agent / Broker – where the bidder is an agent or broker, the bidder must provide proof of mandate if acting on behalf of the owner / landlord SAFCOL does not pay commission or agent fees.	Please specify and provide proof of mandate, if applicable	

			SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
1	Location				
	Preferred Commercial Nodes		SAFCOL's preference is to be located in a safe and secure corporate environment within either of the following commercial nodes in Pretoria: -Pretoria East -Pretoria CBD -Pretoria South	Please specify location on Google map	

	Accessibility to Public Transport Routes	Minibus Taxi Routes	Building to be located within reasonable walking distance to the bus route	Please specify proximity	
		Bus Routes	Building to be located within reasonable walking distance to route	Please specify proximity	
		Gautrain/ Gautrain Bus Routes		Please specify proximity	

			SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
1	Location (continued)				
	Proximity to Amenities (retail, banking, etc.)	Amenities located within reasonable walking distance of building		Please specify	
		Amenities located within short driving distance of building		Please specify	
		Amenities located at a distance greater than		Please specify	
	Proximity to nearest National Highway on ramp or off ramp	National Highway on ramp or off ramp located nearer to on/ off ramps to highways		Please specify	

			SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
2	Building Type				

	Building Grade			Please specify and provide proof of grading	
	Existing vs Refurbished Building			Please specify if the building is a recent development, existing building, or refurbished building	
	Standalone Building vs Office Park			Please specify if the building is a standalone building or a building within an office park	

Single-tenant vs multi-tenant		SAFCOL requires that the building use be primarily of a commercial office nature and that the tenant mix, in the case of multi-tenanted buildings, comprise professional corporate tenants	Please specify if the building is a single-tenanted building or multi-tenanted building	
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Leased Premises and Building Information				
GLA of entire building (m ²)			Please specify total GLA of the building and provide building floor plans demonstrating 1400m ²	
Useable Office Area of entire building (m ²)			Please specify total Useable Office Area of the building	
Common Area of entire building (m ²)			Please specify total Common area of the building	
Rentable Office Area for SAFCOL (m ²)			Please specify the RENTABLE OFFICE AREA for SAFCOL and indicate the	

			proposed space on the floor plans	
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			SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT' S RESPONSE (please complete below)
3	Leased Premises and Building Information (continued)				
	Usable Office Area for SAFCOL (m²)		Subject to a final space planning exercise (in the selected building), SAFCOL requires approximately 1400m² of USEABLE OFFICE SPACE (this includes ±100m² of storage in the office area)	Please specify the USEABLE OFFICE AREA for SAFCOL	
	Common Area for SAFCOL (m²)			Please specify the COMMON AREA for SAFCOL	
	Stores (m²)	Filing room/ Storeroom/ Bulk Filer in Useable Area: 100m² High density filing cabinets	Allowance to be made for bulk filer storage on the office floor and in basement/external parking areas. Storage to be designed to handle valuable paper storage and the necessary fire protection design should be considered. These bulk filers will be placed close to the core where possible	Please specify the STORE AREA for SAFCOL and include in layout	
		Archive Room in Basement: 100m²		Please specify the STORE AREA for SAFCOL and include in layout	
	Cleaner Storeroom		The building / leased premises to include an area for a cleaner storeroom, which space must be large enough to house lockers	Please specify and include in layout	
	Staff Headcount to be accommodated		78 Made up of 30 staff in offices and the balance staff in open plan areas		

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		SAFCOL REQUIREMENTS SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)	
3	Leased Premises and Building Information (continued)				
	Breakdown of Useable Office Area	Number of Cellular Offices in General Open Plan Area	30 cellular offices	Please include in layout	
		Number of Workspaces in General Open Plan Area	48 workspaces in the general open-plan area	Please include in layout	

			SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
3	Leased Premises and Building Information (continued)				
	Breakdown of Useable Office Area	Client Interfacing Area/ Reception Area with Boardrooms/ Meeting Rooms	Front of house area for one reception desk and client waiting area with access to the following boardrooms/meeting rooms: 2 x 6-seater, 1 x 24-seater, This area is to be situated separately from the access- controlled staff area	Please indicate on floor plan	
		Kitchen Area (exclusive use in Leased Premises)	Communal kitchen area (comprising sink, fridge, microwave, cabinets, etc.) to match headcount demand	Please indicate on floor plan	
		Eating Area	Dedicated open area (for groupings of	Please indicate on floor plan	

			tables from which staff can have lunch) to accommodate ±25 staff		
		Ablutions (Minimum requirements including provision for paraplegic people)	Building to provide adequate WC facilities as per national building regulations.	Please indicate on floor plan	

			SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
4	Parking				
	Number of Parking Bays for SAFCOL		SAFCOL requires that the building provides for a minimum of 75 parking bays that are protected from the weather elements, which such parking is dedicated for SAFCOL's exclusive use	Please provide a breakdown of the total number of bays (basement, covered, shade net) in the building and indicate on plans the allocated dedicated bays for SAFCOL	

5	Building Amenities/Services/Features				
	Backup Water Supply		Building to have a minimum of 10 000L as a water backup supply during office hours	Please confirm	
	Backup Power Supply	Generator	Please indicate the size/capacity and make of the emergency power supply unit and that this is sufficient for SAFCOL's requirements. The size should be sufficient to ensure essential areas, including server room, and lifts are functioning in event of power failure/load	Please specify	

			shedding. If the building does not have a unit of the required minimum capacity available, the bidder is to commit to providing same (supply, install and maintain)		
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		SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
5	Building Amenities/Services/Features (continued)			
	Security	Access Control at the Gate		Please specify
		Security Presence at the Gate/ Entrance to Parking Area		Please specify
		If applicable, Ground Floor/ Common Reception Security Presence		Please specify
		Access Control at Entrance to Leased Premises		Please specify
		24-hour CCTV Surveillance		Please specify
		Perimeter Fencing		Please specify
		Alarm System		Please specify

	Fire Protection Equipment		Building to comply with SABS 0400 and rational fire design as applicable and comply with SANS 204 - compliance with the relevant national building regulations	Please specify	
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		SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
Building Amenities/Services/Features (continued)				
Air Conditioning/ HVAC		Sophisticated HVAC system required as per mechanical engineering specification. Individual rooms (meeting rooms, training rooms, offices, etc. Require individual control where possible)	Please specify	
Fibre Connection		High-speed fibre optic internet connectivity or other high-speed internet data connectivity.	Please specify/confirm and supply a certificate from the infrastructure provider.	
Accessibility for Persons with Disabilities into Building and Leased Premises			Please specify	
Lifts			Please state number of lifts and whether there are any dedicated lifts to SAFCOL or whether they are all communal.	
Outside Smoking Area		Outside smoking area - in line with national smoking regulations	Please specify	

			SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
6	Rental Terms				
	Lease Type		Gross Lease / Operating Lease (Not a purchase agreement, public- private partnership, or finance lease)	Please confirm	
	Net Monthly Office Rental			Please specify amount, including R/m ² Total amount as per generic lease schedule	All inclusive
	Monthly Operating Costs included in Gross Lease (see list of inclusions in the Operating Costs Schedule)			Please specify amount, including R/m ² for Operating Costs. A breakdown of the total R/m ² amount as per Annexure B below is to be provided.	
	Monthly Rates and Taxes			Please specify amount, including R/m ²	
	Monthly Gross Office Rental			Please specify amount, including R/m ²	
	Monthly Tenant-specific Operating Costs to be paid to Landlord (see list of inclusions in the Operating Costs Schedule)			Please specify amount, including R/m ² for Tenant- specific Operating Costs. A breakdown of the total R/m ² amount as per Annexure B below is to be provided	

Monthly Parking Rental			Please specify amount, including R/bay	
Monthly Storage Rental	For basement stores		Please specify amount, including R/m ²	
	For stores in leased area		Please specify amount, including R/m ²	

		SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)	
6	Rental Terms (continued)				
	Monthly Tenant Installation Cost to be rentalised		See Tenant Installation/Fit out/Space Planning in section 7 below, Commercial Terms	Please provide costing for works to be done, indicating the calculation to arrive at the total amount, including the rentalised monthly cost for SAFCOL and R/m²	
	VAT			Please specify amount	
	TOTAL MONTHLY RENTAL	At Lease Commencement Date		Please specify amount	
	Annual Escalation Rate			Please specify annual percentage and escalation date	
	TOTAL BID AMOUNT FOR THE ENTIRE LEASE PERIOD			Please specify amount, with escalation and VAT inclusive	
	Tenant Installation Allowance		Bidder to provide a market related TI allowance, and to take this into account in the rentalised TI calculation	Please specify amount, including R/m² of useable area	

		SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)	
7	Commercial Terms				
	Tenant Installation/Fit- out/Space Planning		The bidder is to appoint, manage and coordinate the tenant installation (including the appointment and managing of a space planner) in accordance with SAFCOL's requirements. The bidder is to customise the premises to suit SAFCOL's operational requirements according to the specifications noted in the breakdown of the useable office area.	Please specify	
	Building Compliance		The bidder is to ensure that the building is legally compliant and is to provide the following certification/ compliance certificates: - Mechanical COC - Electrical COC - Fire Clearance - Municipal approved Building Plans	Please specify and provide required documentation	

			- Occupation - Certificate (to be provided prior to the signing of the lease if not supplied with this bid)		
--	--	--	--	--	--

-

		SAFCOL REQUIREMENTS / SPECIFICATION	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
8	Lease Dates and Duration			
	Fit Out Period		Please specify proposed fit-out duration and confirm period	
	Beneficial Occupation Period	SAFCOL require a reasonable period prior to lease commencement to install their furniture and IT equipment	Please specify / confirm period	
	Lease /Rental Commencement Date	01 August 2025	Please confirm	
	Lease Term (Years)	3 Years renewal for another year	Please confirm	

ANNEXURE B
SAFCOL PRETORIA – OPERATING COSTS SCHEDULE

			COST AND RESPONSIBILITY	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
	Water Consumption		The Landlord is to invoice SAFCOL for its pro-rata share of actual cost, over and above rental payable	Please confirm	
	Electricity Consumption		The Landlord is to invoice SAFCOL for its pro-rata share of actual cost, over and above rental payable	Please confirm	
	Sanitary Services (Sewage)		The Landlord is to invoice SAFCOL for its pro-rata share of actual cost, over and above rental payable	Please confirm	
	Refuse Removal		The Landlord is to invoice SAFCOL for its pro-rata share of actual cost, over and above rental payable	Please confirm	
	Meter Reading Fees		The Landlord is to invoice SAFCOL for its pro-rata share of actual cost, over and above rental payable	Please confirm	
	Domestic Cleaning Services Contract and Cleaning Consumables	External/ Building/ Common Areas	Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Hygiene Contract and Toilet Consumables	External/ Building/ Common Areas	Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Hygiene Contract and Toilet Consumables	Internal/ Lease Premises – Dedicated to tenant	Included in TENANT SPECIFIC Operating Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	

			COST AND RESPONSIBILITY	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
	Security Services	External/ Building/ Common Areas	Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Exterior Building and Common Areas: globes, electrical repairs, plumbing, painting, general, normal wear and tear		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Interior Lease premises: electrical repairs beyond DB, plumbing, painting, general, normal wear and tear, floor covering		Included in TENANT SPECIFIC Operating Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	External Window Cleaning		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	External Building Cleaning		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Landscaping Contract and Consumables		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Pest Control	External/ Building/ Common Areas	Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
		Internal/ Lease Premises - Dedicated to tenant	Included in TENANT SPECIFIC Operating Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Air Conditioning/ HVAC Routine Service Costs	Internal/ Lease Premises -	Included in TENANT SPECIFIC Operating Costs	Please confirm and indicate estimated cost, including R/m ²	

	and Mechanical Repairs	Dedicated to tenant	Payable to the Landlord		
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			COST AND RESPONSIBILITY	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
	Lift Maintenance and Mechanical Repairs		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Electrical Infrastructure Maintenance and Repairs (HT/LT, Cabling, DB Maintenance)	External/ Building/ Common Areas	Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
		Internal/ Lease Premises - Dedicated to tenant	Included in TENANT SPECIFIC Operating Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Fire Equipment Service and Installation Maintenance	External/ Building/ Common Areas	Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
		Internal/ Lease Premises - Dedicated to tenant	Included in TENANT SPECIFIC Operating Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Capital Replacement Items		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Structural maintenance of the building, roof, paving and main infrastructure repairs (Including external glass and window panels and doors)		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Repairs and maintenance of internal and external glass and window panels and doors (not of structural repair/ maintenance)	External/ Building/ Common Areas	Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
		Internal/ Lease Premises - Dedicated to tenant	Included in TENANT SPECIFIC Operating Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	

			COST AND RESPONSIBILITY	ACTION REQUIRED BY PARTICIPANT	PARTICIPANT'S RESPONSE (please complete below)
	Generator Mechanical Repairs and Service Costs		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	Generator: Consumables (Diesel)		The Landlord is to invoice SAFCOL for its pro-rata share of actual cost, over and above rental payable	Please confirm	
	Municipal Rates/Levy		To be included in the gross rental (noted as a separate line item)	Please confirm and indicate estimated cost, including R/m ²	
	Any Municipal Rates/Levy Increase		To be included in the gross rental (noted as a separate line item)	Please confirm	
	Contract Costs - Property Management and Admin Fee		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost	
	Building Insurance and Insurance Increases		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	
	SASRIA Insurance and Increases		Included in Op Costs Payable to the Landlord	Please confirm and indicate estimated cost, including R/m ²	

4. SPECIAL CONDITIONS OF THE BID

4.1 DUE DILIGENCE

SAFCOL reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

4.2 VAT REGISTRATION

In case the bidder is not VAT Registered at the time of bidding, it is bidder's responsibility to Register and ensure that the VAT inclusive amount and all taxes are factored in the calculations for the final bid amount.

4.3. ACCESS TO CCTV FOOTAGE

RFB001/2025 APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS

CCTV footage for the space leased by SAFCOL should be accessible to SAFCOL as and when required according to security norms and standards.

5. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders who score the minimum threshold provided on functionality will be further evaluated on price and specific goals provided in terms of the Preferential Procurement Regulations, 2022. The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

All bidders who score less than the minimum threshold of 70 out of 100 points for functionality will not be considered further.

This bid will be evaluated on 80/20 preference point system.

In accordance with the SAFCOL Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) phases namely:

- i) Stage 1: Administrative Requirements
- ii) Stage 2: Mandatory Requirements
- iii) Stage 3: Functionality Evaluation
- iv) Stage 4: Site Visit Evaluation (if the landlord/bidder passes the Functionality Evaluation, and to the satisfaction of the Bid Evaluation Committee.
- v) Stage 5: Price and Specific goals

Stage 1: Administrative Compliance

DESCRIPTION	COMPLY	NOT COMPLY
Completion in full of the Request for Proposal Document		
Completion of all SBD Forms (Declaration Forms)		
Proof that tax matters with SARS are in order (Tax Pin)- SAFCOL would verify tax status with SARS/CSD		
Copy of proof of company registration documents (e.g. Pty; Trust; CC etc.)		
Proof/documentation required to claim specific goals points (Failure to attach proof will lead to non-allocation of points)		
Proof of registration with Central Supplier Database (CSD)		
Joint Venture Agreement signed by both parties (If applicable)		

Stage 2 Mandatory Requirements

Building ownership or proof of Mandate

Description	Comply	No Comply
Agent / Broker – where the bidder is an agent or broker, the bidder must provide proof of mandate if acting on behalf of the owner / landlord SAFCOL does not pay commission or agent fees.		

N.B: Only companies who comply with all mandatory requirements will be considered for further evaluation

Stage 3: Functionality criteria

Phase 3: Functionality Evaluation

Description of Criteria	Method of Evaluation	Points Allocation
A. Facilities (40) The space needs to be suitable for the intended use, as per the requirements below. The usable office space needs to be in appropriate shape that can accommodate the required offices. All spaces will need contact with natural light and ventilation. I) Usable office area for SAFCOL minimum of 1400m ² Ii) Stores minimum of 100m ² Iii) Cleaner Storeroom with fire resistant doors (The building/ leased premises to include an area for a cleaner storeroom, which space must be large enough to house lockers) Iv) Number of parking bays for SAFCOL (minimum of 65 covered parking bays) V) The layout must provide separate offices, open plan areas, one or more kitchens with lockable built-in cupboards and at minimum 1 x eating area to accommodate at least 30 people. Vi) Reception area Vii) A minimum of two (2) male and two (2) female toilets, and a minimum of one (1) male and one (1) female toilet for people with disability. Final design specifications will be drafted in consultation with the space planner.	Submission of latest floor plans or layouts with complete dimensions showcasing the requirements by SAFCOL OR Confirmation letter together with floor plans and layouts that the alterations will be aligned to the requirements before occupation	40
	No submission of the latest floor plans or layouts with complete dimensions showcasing the requirements by SAFCOL And Letter of confirmation	0

Description of Criteria	Method of Evaluation	Points Allocation

Description of Criteria	Method of Evaluation	Points Allocation
B. Accessibility (15) The premises and offices, including toilet facilities, offered to SAFCOL must be easily accessible by people with disabilities, including those in wheelchairs. The bidder will be required to submit the latest floor plans or layouts with complete dimensions showcasing the above.	The bidder will be required to submit the latest floor plans or layouts with complete dimensions showcasing the above.	15
	No submission of the latest floor or layouts with complete dimensions showcasing the above	0
C. Security Requirements (20) i) 24-hour Grade C security guard registered with PSIRA (proof of certificate to be attached).	Attach proof of registration with PSIRA (PSIRA certificate)	5
	No attached certificate	0
ii) The access gate/ access reception should provide a communications medium to SAFCOL's reception. Proof of communications medium, such as an operating manual to be provided.	Submit proof of communication medium (such as operating manual)	5
	No proof of communication medium (such as an operating manual)	0
iii) The site must be under twenty four (24) hour operational CCTV surveillance, and monitored by security services. Bidder to provide a contract from the security service provider	Bidder to provide a contract from the security service provider	5
	No contract provided for the security services	0
iv) The main gate must be access controlled with a card reader tag for employees and CCTV cameras. Bidder to provide CCTV reports/service provider contracts/ operating manual as proof.	Bidder to provide CCTV reports/service provider contracts/ operating manual as proof.	5

Description of Criteria	Method of Evaluation	Points Allocation
	No CCTV reports/services provider contracts/operating manual	0

Description of Criteria	Method of Evaluation		Points Allocation
D. Building Compliance (25) 1. The following certification of compliance must be in place: Failure to attach the certificates will result to zero (0) points allocation - Mechanical Certificate COC (HVAC) - Electrical COC (An electrical COC to be provided prior to the signing of the lease if not supplied with this bid) - Fire Clearance Certificate - Municipal approved building plans - Occupation Certificate (to be provided prior to the signing of the lease if not supplied with this bid)	Mechanical Certificate COC (HVAC)	5	25
	Electrical COC (An electrical COC to be provided prior to the signing of the lease if not supplied with this bid)	10	
	Fire Clearance Certificate	5	
	Occupation Certificate (to be provided prior to the signing of the lease if not supplied with this bid)	5	
	Failure to attach certificates		0
Total points for functionality			100
Minimum threshold for functionality			70

N.B: Bidders who score a minimum of 70 points for functionality will be considered for the site evaluation.

Stage 4: Site Visit Evaluation

To ensure the suitability and acceptance of the location of the premises offered, SAFCOL will conduct one or more site visits at any time, which site visits will be scored and used to assist SAFCOL in:

- Finalising the evaluation of functional requirements, and/or
- Considering whether or not to compile a shortlist.

SAFCOL may review and/or reconsider the functional evaluation scores given and review any shortlist established, if any.

Evaluation Criteria		
SITE EVALUATION (100 POINTS)		
SITE EVALUATION (Take note: A supplier who fails to obtain more than 75 points in the Site Visit phase shall be excluded from the next phase of evaluation of Price and Specific Goals)		
EVALUATION CRITERIA	RATING	WEIGHT
1. Location of the premises is in a radius of 20km from CBD - Pretoria East - Pretoria South - CBD Comment:	Within 0m -20km from Pretoria CBD = (20) Within 21km - 25km of Pretoria CBD = (15) Within 26km - 30km From Pretoria CBD = (10) More than 30km from Pretoria CBD = 0 This will be measured on google earth	20
2. Office space structure: - Office space is housed in a singular building structure for exclusive use by SAFCOL. - Office space is in a shared singular building structure (one additional tenant) Comment:	Exclusive use (10) Shared (8)	10
3. Location is in proximity to major highway route(s) e.g. N1/R21/N4 with nearest off/on ramps. Comment:	Located within 0m- 2 km from highway with nearest off/on ramps. (10)	10
	Located within 2.01km - 3 km from highway with nearest off/on ramps (5)	

	More than 3km to the nearest highway off/on ramps.	0
EVALUATION CRITERIA	RATING	WEIGHT
4. Total parking bays available - Minimum of 75 covered, secure onsite parking bays for all SAFCOL officials. - Minimum of 3 parking bays for Persons with disabilities. Comment:	Quantity and type of parking (covered, secure onsite) available (10) Quantity but not type of parking (covered, secure onsite) available (5) Not available (0)	10
5. The building is situated in an accessible area close to public transport such as taxis, buses, etc. Comment:	Accessible by private and public transport (10) 0m – 1km = 10 1.01km -2km = 5 Above 2km = 0	10
6. The office space is located within an area which is visibly safe and has adequate exterior lighting Comment:	Adequate lighting and safe area (10) Safe but not adequate lighting (5) Neither (0)	10
7. Additional security measures: i) Security guard Grade C registered with PSIRA (proof of certificate to be attached). ii) The access gate/ access reception should provide a communications medium to SAFCOL's reception. Proof of communications medium, such as an operating manual to be provided. iii) The site must be under twenty-four (24) hour operational CCTV surveillance and monitored by security services. Bidder to provide a contract from the security service provider iv) The main gate must be access controlled with a card reader tag for employees and CCTV cameras. Bidder to provide CCTV reports/service provider contracts/ operating manual as proof.	Comply with all 4 security requirements (10) Comply with: 3 = (8) 2 = (6) 1 = (3) Less than 1 = (0)	10
8. The office space is accessible for Persons with disabilities External: Accessible ramps next to demarcated parking. Easy access to building.	Ramps and/or lifts available for ease of access (10) No ramps or lifts provided (0)	10

Internal: Lifts (where applicable). Easy access around offices/floors. Comment:		
9. Information Communication Technology The building will require Line of Sight in order for the Wide-Area Network (WAN) to function. The current Pretoria Office nearest High site is CSIR in Pretoria East (Lat: 25° 45' 20", long 28° 16' 58" in Pretoria.	Proof of Line of Sight (10) No Proof of Line of Sight (0)	10
Minimum threshold for Site Inspection		75
TOTAL		100

N.B: Bidders who score a minimum of 75 points for site evaluation will be considered for price and specific goals.

Stage 5: Price and Specific goals

Evaluation Criteria		Points
1.	Price	80
2.	Specific goal	20
3.	Total	100

Category for Specific goal

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Proof/documents to claim points
Procurement from black owned entities (At least 51% ownership).	20	BBBEE certificate or Sworn Affidavit

NB: No specific goals points will be allocated to a bidder who fails to submit documents/proof to claim specific goals points as indicated in the above table and SBD 6.1

5. CONTRACT TERMS

The applicable contract term with the successful bidder will be NEC4 service contract.

PRICING SCHEDULE

SAFCOL TENDER: FOR A 3 YEARS LEASE TERM

PROPOSED USABLE FLOOR 1
 AREA: 400.00m2
 STORAGE AREA: 200.00m2
 PROPOSED
 PARKING BAYS: 75
 MONTHLY RENTAL
 AT INCEPTION:

Period (Year!)	Description	Gross Usable Area(m2) No. Parking bays	Rate per m2 per month/ Rate per parking bay per month	Monthly Charge	Vat	Total Monthly Rental (Including VAT)
Monthly	Base rental	1400				
Monthly	Operating Costs	1400				
Monthly	Rates & Taxes	1400				
Monthly	Tenant Specific Op's Cost	1400				
Monthly	Tenant Installation Fit out Rentalised	1 500				
Monthly	Storage	200.00				

RFB001/2025 APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS

Monthly	Covered Parking	75				
TOTAL MONTHLY (YEAR 1)						

Period	Yearly Office Space Base Rental	Yearly Operating Costs	Yearly Rates & Taxes	Yearly Tenant Specific Costs	Yearly Tenant Installation Fit Out Rentalised	Yearly Storage Rental	Yearly Covered Parking Rental	Total Yearly Rental (excluding VAT)	VAT	Total Yearly Rental (Including VAT)
Year 1										
Year 2										
Year 3										
TOTAL										

NEC4 Term Service Contract (TSC4)

Between	South African Forestry Company SOC Ltd (SAFCOL)	
	Reg No. 2000/023152/30	(the <i>Client</i>)
and	[Insert <i>Contractor's</i> registered name at award stage]	
	Reg No. ____	(the <i>Contractor</i>)
for	APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS	
	(the <i>service</i>)	

Contents:

Part C1 Agreements & Contract Data

C1.1 Form of Offer and Acceptance

C1.2 Contract Data

C1.3 Forms of Sureties (if applicable)

Part C2 Pricing Data

C2.1 Pricing assumptions

C2.2 The Activity Schedule (If Option A or C applies)

Part C3 Scope of Work

C3.1 *Client's* Scope

C3.2 Scope provided by the *Contractor* for its plan

Part C4 Affected Property

Contract No. **Insert at contract award**

Part C1: Agreements and Contract Data

C1.1 Form of Offer and Acceptance

Offer

The Client, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

Option A	The offered total of the Prices exclusive of VAT is	
	Value Added Tax @ 15% is	
	The offered total of the Prices inclusive of VAT is	
	(in words)	

This Offer may be accepted by the Client by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)		
Name(s)		
Capacity		
For the tenderer:	(Insert name and address of organisation)	
Name & signature of witness		Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Client identified below accepts the tenderer's Offer. In consideration thereof, the Client shall pay the Contractor the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Client and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Scope of Work
- Part C4 Affected Property

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Client during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Client's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the *Client* in writing of any reason why it cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s)		
Name(s)		
Capacity		

for the <i>Client</i>	SAFCOL 209 Aramist Avenue, Menlyn Maine Pretoria, 0181		
Name & signature of witness		Date	

Note: If a tenderer wishes to submit alternative tenders, use another copy of this Form of Offer and Acceptance.

Schedule of Deviations to be completed by the *Client* prior to contract award.

Note:

1. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the *Client* prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it. Insert particulars in place of this symbol and delete rows not required.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing this Schedule of Deviations below, the Client and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Client during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

	For the tenderer:	For the <i>Client</i>
Signature		
Name		
Capacity		

On behalf of	SAFCOL SOC LTD 209 Aramist Avenue Menlyn Maine Pretoria, 0181	(Insert name and address of organisation)
Name & signature of witness		
Date		

C1.2 TSC4 Contract Data

Part one - Data provided by the Client

1 General

11.1	The <i>conditions of contract</i> are the core clauses and the clauses for the following main Option, the Option for resolving and avoiding disputes and secondary Options of the NEC4 Term Service Contract, June 2017 (with amendments January 2019).	
	Main Option	A – Priced contract with price list
	Option for resolving and avoiding disputes	W1
	Secondary Options	X1 – Price adjustment for inflation
		X2 – Changes in the law
		Z – Additional conditions of contract
11.2(15)	The <i>service</i> is	APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS
10.1	The <i>Client</i> is	
	Name	
	Address for communications	
	Address for electronic communications	

10.1	The <i>Service Manager</i> is	
	Name	
	Address for communications	
	Address for electronic communications	
10.1	The Affected Property is	List the names of properties where this service is going to be rendered
11.2(16)	The Scope is in	Part 3: Scope of Work and all documents and/or drawings to which it refers.
11.2(18)	The <i>shared services</i> which may be carried out outside the Service Areas are	Not Applicable
13.1	The <i>language of this contract</i> is	English
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa
13.3	The <i>period for reply</i> is	Two weeks
15.2	The following matters will be included in the Early Warning Register	
	Not applicable	

2. The Contractor's main responsibilities

20.4	The <i>Contractor</i> prepares forecasts of the total Defined Cost for the whole of the <i>service</i> at intervals no longer than	Not applicable
	Data required by this section of the core clauses is provided by the <i>Contractor</i> in Part 2	

3 Time

31.2	The <i>starting date</i> is	
------	-----------------------------	--

30.1

The *service period* is:

4 Quality management

40.2

The period after the Contract Date within which the *Contractor* is to submit a quality policy statement and quality plan is

Not applicable

5 Payment

51.1

The *currency of the contract* is the

South African Rand

51.2

The period within which payments are made is

After 30 days

6 Compensation events

63.12

The *value engineering percentage* is 50%, unless another percentage is stated here, in which case it is

Not applicable

7 Title

There is no reference to Contract Data in this section of the core clauses and terms in *italics* used in this section are identified elsewhere in this Contract Data.

8 Liabilities and insurance

80.1

These are additional *Client's* liabilities

Not Applicable

83.3 Insurance
Table row 3

The minimum amount of cover for insurance against loss of or damage to property (except Plant, Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the *Contractor*) arising from or in connection with the *Contractor* Providing the Service for any one event is:

whatever the *Contractor* deems necessary in addition to that provided by the *Client*.

83.3 Insurance
Table row 4

The minimum amount of cover for insurance against death of or bodily injury to employees of the *Contractor* arising out of and in the course of their employment in connection with the contract for any one event is:

as prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the *Contractor's* common law liability for people falling outside the scope of the Act with a limit of cover of not less than R ____ (Rands).

83.2

The *Contractor* provides these additional insurances

(1) Insurance against

Whatever the *Contractor* deems necessary in addition to that provided by the *Client*

Minimum amount of cover is

The deductibles are

(2) Insurance against

Minimum amount of cover is

The deductibles are

9 Termination

There is no reference to Contract Data in this section of the core clauses

Resolving and avoiding disputes

W1.4(1), W2.4(1)
and W3.3(1)

The *tribunal* is

arbitration

W1.4(5), W2.4(4)
and W3.3(4)

The *arbitration procedure* is

the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.

The place where arbitration is to be held is

South Africa

The person or organisation who will choose an arbitrator if the Parties cannot agree a choice or if the *arbitration procedure* does not state who selects an arbitrator, is

the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.

W1.1(1)

The *Senior Representatives* of the *Client* are

Name (1)	
Address for communications	
Address for electronic communications	
Name (2)	
Address for communications	
Address for electronic communications	

W1.2

The *Adjudicator* is (Name)
[It is always preferable to name the *Adjudicator* at time of award. If this can be done delete this data and insert the name and contact details below.]

the person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the Party intending to refer a dispute to him. (see www.ice-sa.org.za)

Address for communications

--

Address for electronic communications

--

The *Adjudicator nominating body* is:

the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the London Institution of Civil Engineers. (See www.ice-sa.org.za) or its successor body.

X1: Price adjustment for inflation

X1.1(c)

The proportions used to calculate the Price Adjustment Factor are

0.	linked to the index for	
0.	linked to the index for	
0.	linked to the index for	
0.	linked to the index for	

0.	linked to the index for	
0.	non-adjustable	

1.00

The *base date* for indices is

The *inflation adjustment dates* are

These indices are

Z: Additional conditions of contract

The *additional conditions of contract* are

1	As stated in the contract data
2	
3	
4	

Part 2 – Data provided by the *Contractor*

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

1 General

10.1 The *Contractor* is

Name

Address for communications

Address for electronic communications

11.2(20) & 16.3 The *service areas* are

24.1 The *key persons* are

Name (1)

Job

Responsibilities

Qualifications

Experience

Name (2)

Job

Responsibilities

Qualifications

Experience

Payment

RFB001/2025 APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR
SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS

The tendered total of the Prices excluding VAT is

--

Resolving and avoiding disputes

W1.1(1)

The *Senior Representatives* of the *Contractor* are

Name	
Address for communications	
Address for electronic communications	
Name (2)	
Address for communications	
Address for electronic communications	

Part C2 Pricing Data

C2.1 Pricing assumptions Option A Priced contract with Price List

How work is priced and assessed for payment

Clause 11 in NEC4 Term Service Contract, (TSC4) Option A states:

Identified and defined terms	11	
	11.2	(22) Defined Cost is the cost of the components in the Short Schedule of Cost Components.

(25) The Price for Service Provided to Date is the total of

- the Price for each lump sum item in the Price List which the *Contractor* has completed and
- where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

Completed work is work without notified Defects the correction of which will delay the work of the *Contractor*, the *Client* or Others.

(27) The People Rates are the *people rates* unless later changed in accordance with the contract.

(28) The Prices are the amounts stated in the Price column of the Price List. Where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

This confirms that Option A is a priced contract where the Prices are derived from a list of items of service which can be priced as lump sums or as expected quantities of service multiplied by a rate or a mix of both.

Function of the Price List

Clause 55.1 in Option A states: "Information in the Price List is not Scope". This confirms that instructions to do work or how it is to be done are not included in the Price List but in the Scope. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Service in accordance with the Scope". Hence the *Contractor* does **not** Provide the Service in accordance with the Price List. The Price List is only a pricing document.

Link to the *Contractor's* plan

Clause 31.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on the plan and each Task Order programme submitted for acceptance". Hence when compiling the *price list*, the tendering contractor needs to develop his first clause 31.2 plan in such a way that operations shown on it can be priced in the *price list* and result in a satisfactory cash flow in terms of clause 11.2(25).

Preparing the *price list*

Before preparing the *price list*, both the *Client* and tendering contractors should read the TSC4 Preparing a Term Service Contract User Guide pages 73 and 74. In an Option A contract, either Party may have entered items into the *price list* either as a process of offer and acceptance (tendering) or by negotiation depending on the nature of the *service* to be provided. Alternatively the *Client*, in his Instructions to Tenderers or in a Tender Schedule, may have listed some items that it requires the *Contractor* to include in the *price list* to be prepared and priced by it.

It is assumed that in preparing or finalising the *price list* the *Contractor*:

- Has taken account of the guidance given in the TSC4 Preparing a Term Service Contract User Guide relevant to Option A;
- Understands the function of the Price List and how work is priced and paid for;
- Is aware of the need to link operations shown in his plan to items shown in the Price List;
- Has listed and priced items in the *price list* which are inclusive of everything necessary and incidental to Providing the Service in accordance with the Scope, as it was at the time of tender, as well as correct any Defects not caused by a *Client's* risk;
- Has priced work it decides not to show as a separate item within the Prices or rates of other listed items in order to fulfil the obligation to complete the *service* for the tendered total of the Prices.
- Understands there is no adjustment to items priced as lump sums if the amount, or quantity, of work within that item later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the (lump sum) Prices is because of a compensation event.

Format of the *price list*

(From the example given in Chapter 5 of the TSC4 Preparing a Term Service Contract User Guide)

Entries in the first four columns in the *price list* in section C2.2 are made either by the *Client* or the tendering contractor.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tendering contractor enters the amount in the Price column only, the Unit, Expected Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for an item of work which is the rate for the work multiplied by the quantity completed, the tendering contractor enters the rate which is then multiplied by the Expected Quantity to produce the Price, which is also entered.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected Quantity column.

C2.2: The *price list* Option A

Item nr	Description	Unit	Expected Quantity	Rate	Price

The total of the Prices

Part C3 Scope of Work

C3.1: The Client's scope

Part C4: Affected Property

AP 100 Property owned by the *Client* that is affected by the work of the *Contractor*

AP 105	
--------	--

AP 200 Property not owned by the *Client* that is affected by the work of the *Contractor*

AP 205	
--------	--

AP 300 Property owned by the *Client* that is used by the *Contractor* in providing the Service

S 2005	
--------	--

AP 400 property not owned by the *Client* that is used by the *Contractor* in Providing the Service

AP 205	
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About SAFCOL:

SAFCOL (South African Forestry Company SOC Limited) is a state-owned forestry company listed as a Schedule 2 major public entity in terms of the Public Finance Management Act 1 of 1999 as amended. It was established in 1992 following the promulgation of the Management of State Forest Act 128 of 1992 to promote the development in the long term of the forestry industry according to accepted commercial management practice in South Africa.

It also has operations in Mozambique through an interest held by its wholly-owned subsidiary Komatiland Forest (Pty) Ltd in Industrias Florestais De Manica Sarl (“**IFLOMA**”)

Our Vision:

A leader in sustainable forests and commercial forest products.

Our Mission:

- Growing our business in the forestry value chain,
- Maximising stakeholder value through strategic partnerships,
- Facilitating sustainable economic transformation of the forestry industry and thereby uplifting communities, and
- Maintaining practices that are economically viable, environmentally acceptable, and socially beneficial.

Our Values:

- We respect and value our employees.
- We are passionate about our forests and our communities.
- We conduct ourselves with honesty and integrity.
- We strive for excellence and innovation in our business.
- We strive for customer satisfaction.

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	Title	Supplier Code of Conduct		
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1. PURPOSE

SAFCOL takes pride in its reputation for integrity and the success that its reputation enables. The Supplier Code of Conduct (the “Code”) is an extension of our business principles and the foundation of our responsible practices throughout our supply chain and sourcing activities. This Supplier Code of Conduct should be read and comply with SAFCOL Code of Conduct.

2. SCOPE

It is essential that our employees conduct themselves with integrity at all times in full compliance with the laws and regulations that govern our business activities. To that end, SAFCOL has adopted a Code of Conduct which applies to all SAFCOL employees, directors and officers. The Code of Conduct is an extension of our values and reflects our commitment to ethical business practices and regulatory compliance.

SAFCOL expects that its suppliers will share and embrace the letter and spirit of our commitment to integrity and ethical behaviour. By “supplier” we mean any company or individual that provides goods or services to SAFCOL, and its subsidiaries, or indirectly to any of its clients.

3. REFERENCES

SAFCOL’s Code of Conduct is the main constitution that describes SAFCOL’s commitment to ethical conduct.

Other related policies and guidelines include:

- Anti-Fraud and Corruption policy;
- Declaration of Interest guide;
- Ethics Policy;
- Ethics Framework;
- Supply Chain Management Policy;
- Whistle-blowing policy; and

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- Environmental policy.

4. POLICY

SAFCOL has always been committed to doing business with integrity and proper regard for ethical business practices. Our commitment to doing business ethically is unwavering.

SAFCOL understands that suppliers are independent entities, but the business practices, conduct and actions of a supplier may significantly impact and/or reflect upon SAFCOL, our reputation and our brand, which is one of our most important assets. In light hereof, SAFCOL expects all suppliers and their employees, agents, and subcontractors (their representatives) to adhere to the SAFCOL Code of Conduct while they are conducting business with and/or on behalf of SAFCOL.

All suppliers should educate their representatives to ensure that they understand and comply with the Code. This Code of Conduct is maintained on our public website at www.safcol.co.za

Application of this Supplier Code of Conduct:

SAFCOL seeks to work with its suppliers to meet and exceed minimum standards as outlined in this Code and continuously strives to improve the standard of its business practices. By “supplier” we mean any company or individual that provides goods or services including construction works to SAFCOL, its subsidiaries, or indirectly to any of its clients. Where the Code refers to workers, it includes employees, contractors, and temporary staff of the supplier and its related entities.

The expectations outlined in the Code are not intended to supersede or alter the supplier’s regulatory and contractual obligations. SAFCOL expects all existing and new suppliers to commit to the Code. Suppliers should check their respective contracts, agreements, and purchase orders as they may contain additional obligations or higher standards than those set out in this code.

By acceptance of this Code, the supplier commits that all existing and future agreements and business relationships with SAFCOL will be subject to the provision contained herein.

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A. BUSINESS INTEGRITY, ETHICS AND CONDUCT

Compliance with Applicable Laws and Regulations:

All SAFCOL suppliers and their representatives will conduct their business activities, including relationships and practices, in full compliance with applicable laws and regulations while conducting business with and/or on behalf of SAFCOL.

B. Anti-Bribery and Corruption:

SAFCOL has always been committed to doing business on an ethical and sound basis and is committed to complying fully with local and global anti-bribery and corruption laws as well as continuously conducting its business with integrity and with proper regard to ethical business practices.

Suppliers must not engage in, either directly or indirectly, corruption such as bribery or any other form of improper or unlawful payment under any circumstances including financial fraud, money laundering, collusive activities and extortion or facilitation payments.

A bribe is usually defined as the giving or receiving of a “thing of value” to corruptly influence the actions of another, most commonly to influence a contract award or the execution of a contract.

To report any suspected fraud, corruption and other unethical behaviour, contact the SAFCOL tip-offs Anonymous reporting hotline facility through the following details:

Tollfree Number: 0800 007 498

Email: safcol@whistleblowing.co.za

Tollfree Fax: 0800 212 689 (SA only)

Postal: PO Box 51006, Musgrave, 4062

SMS: 33490

Online: www.whistleblowing.co.za

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C. Professional Conduct:

Suppliers are expected to conduct themselves in a manner that is fair, professional and that will not bring SAFCOL into disrepute.

D. Confidentiality:

Suppliers must not improperly use any private, confidential, or commercially sensitive information in their possession relating to or in connection with its dealings with SAFCOL.

E. Thing of value:

The “thing of value” need not be money, and often is not. Any tangible benefit given or received with corrupt intent can be a bribe. Bribes can include but are not limited to:

- gifts, paid travel and entertainment;
- “loans,” whether or not repaid;
- leasing vehicles for the benefit of an employee, his or her relatives etc.
- employment of the employee’s relatives, friends, acquaintances at the request or direction of the SAFCOL employee;
- payment of educational expenses and scholarships for the children of SAFCOL employees;
- gifts by contractors of their inventory or services, e.g., improving the house of an SAFCOL employee;
- “donations to social programmes” at the direction of the SAFCOL employee;
- subsidising rents or mortgages of the SAFCOL employee; or
- direct cash payments to SAFCOL employees.

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No supplier or associated person may directly or indirectly bribe a SAFCOL employee or any third party. Similarly, no supplier or associated person may receive anything of value in exchange for performing their duties disloyally or illegally. Any demand for, or offer of, a bribe must be rejected immediately and reported to SAFCOL.

In addition, suppliers will be honest, direct, and truthful in their discussions with regulatory agency representatives and government officials and conduct their business in full compliance with competition laws.

F. Business Practices:

SAFCOL suppliers and their representatives shall conduct their business interactions and activities with integrity and in accordance with their obligations under their specific agreements with SAFCOL. In addition to those obligations, all suppliers shall, without limitation:

- Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy.
- Create, retain, and dispose of business records in full compliance with all applicable legal and regulatory requirements.
- Protect and responsibly use both the physical and intellectual assets of SAFCOL, including its property, data and equipment when authorised by SAFCOL to use such assets.
- Use SAFCOL provided information technology and systems (including email) only for authorised SAFCOL business-related purposes. SAFCOL strictly prohibits suppliers and their representatives from using SAFCOL provided technology and systems to create, access, store, print, solicit or send any material that is intimidating, harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate and/or send false, derogatory, or malicious communications using SAFCOL provided information assets and systems.

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- Comply with intellectual property ownership rights of SAFCOL and others including but not limited to copyrights, patents, trademarks, and trade secrets. Use software, hardware, and content only in accordance with their associated license or terms of use.
- Not speak to the press or use SAFCOL in any of its promotional items, unless expressly authorised in writing to do so by SAFCOL.

G. CONFLICT OF INTEREST, GIFTS, BENEFITS AND HOSPITALITY

Transparency and Gift Giving:

The solicitation or acceptance of any gifts, favours, gratuities, or benefits by a SAFCOL employee is prohibited. SAFCOL employees are prohibited from seeking or accepting anything of value in their capacity as SAFCOL employees. They are prohibited from using or attempting to use their position to obtain for themselves, their families or others unwarranted privileges that are not properly available to similarly situated individuals.

H. Conflict of Interest:

Suppliers and their representatives shall avoid the appearance of or actual improprieties or conflicts of interest. Suppliers or their representatives shall not deal directly with any SAFCOL employee whose spouse, domestic partner, or other family member or relative holds a financial interest in the supplier. Dealing directly with in the course of negotiating the supplier agreement or performing the supplier's obligations with a spouse, domestic partner or other family member or relative who is employed by SAFCOL is also prohibited.

SAFCOL expects all suppliers and their representatives to disclose any present or past relationship or relationships that may come into existence after the establishment of a contractual relationship with SAFCOL as between themselves and SAFCOL employees that would be construed as a conflict.

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I. CORPORATE GOVERNANCE

Non-Solicitation:

If, during the term of any contract between SAFCOL and the supplier and for a period of one year thereafter (collectively the “non-solicitation period”) the supplier directly or indirectly, individually or on behalf of any other person or company aids or endeavours or induces any of SAFCOL’s employees to leave their employment with SAFCOL in order to accept employment with the supplier or any of its affiliates, the supplier shall pay to SAFCOL an amount equal to the product of the employee’s actual monthly salary multiplied by three (3).

Communication and Whistleblowing:

SAFCOL suppliers and/or their representatives are encouraged to raise any queries, concerns, and complaints regarding any illegal, non-compliant, fraudulent, or unethical behaviour by reporting same through SAFCOL’s ethics line (ethics@safcol.co.za) or other reporting mechanisms mentioned above, and available on our public website. Please also refer to section A above for more details on whistleblowing.

SAFCOL will not tolerate any retribution or retaliation taken against any individual who has in good faith sought out advice or has reported questionable behaviour or a possible violation.

Books and Records:

Suppliers are expected to keep accurate accounting records and maintain supporting documents to describe and reflect the true nature of underlying transactions.

J. HUMAN RIGHTS AND LABOUR STANDARDS

Human Rights:

SAFCOL embraces clear standards on employees’ and human rights. SAFCOL expects its suppliers to share its commitment to human rights and equal opportunity in the workplace. SAFCOL suppliers shall conduct their employment practices in full compliance with applicable laws and regulations, and shall, without limitation:

RFB001/2025 APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT OFFICE SPACE IN PRETORIA FOR SAFCOL HEAD OFFICE FOR A PERIOD OF THREE (3) YEARS

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- Co-operate with SAFCOL commitment to a workforce free of harassment and unlawful discrimination. SAFCOL believes that supplier companies should not engage in discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other category protected by applicable law.
- Comply in all respects with the Employment Equity Act, in line with SAFCOL's commitment to redress the racial makeup of the South African economy.
- Prohibit the use, possession, distribution, and sale of illegal drugs while on SAFCOL property.
- Use only voluntary labour and the supplier shall not utilise child employees.
- Keep employee records in accordance with laws and regulations.

Working Hours:

The supplier will ensure that fair wages will be paid in line with normal practice for the industry and market. The supplier must ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to the number of hours and days worked.

Compensation:

The supplier's employees must be provided with wages and benefits that comply with applicable laws and binding collective agreements, including those pertaining to overtime work.

Freedom of Association and Collective Bargaining:

Suppliers are expected to freely allow workers to associate with others, form and join (or refrain from joining) industrial organisations or associations of their choice and bargain collectively, or engage in any lawful industrial activity without interference, discrimination, retaliation, or harassment.

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K. HEALTH AND SAFETY

Workplace Environment:

The supplier shall provide employees with safe and healthy working conditions. As a minimum, potable drinking water, adequate sanitation, fire exits and essential safety equipment, access to emergency medical care, appropriately lit and equipped workstations must be provided. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable codes and regulations.

L. ENVIRONMENTAL MANAGEMENT

Sustainability:

The supplier must operate with care for the environment and ensure compliance with all applicable laws and regulations where the products or services are manufactured or delivered. SAFCOL expects its suppliers to share the same social responsibility of growing business in a sustainable fashion.

M. AUDIT AND TERMINATION OF THE SUPPLY AGREEMENT

SAFCOL reserves the right to verify the suppliers' compliance with this Code. In case SAFCOL becomes aware of any actions or conditions not in compliance with this Code, SAFCOL reserves the right to demand corrective measures.

It is the responsibility of the supplier to ensure that its representatives understand and comply with the provisions of this Code and inform SAFCOL if any situation develops that causes the supplier to operate in violation of the code set forth in this document. SAFCOL suppliers are expected to self-monitor their compliance with the Code.

In addition to any other rights SAFCOL may have under its supplier agreement, SAFCOL may request the immediate removal of any representative who behaves in a manner that is unlawful or inconsistent with this Code.

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SAFCOL reserves the right to terminate an agreement with any supplier who does not comply with the Code.

Supplier name (entity name):

Signature

DIRECTOR

Designation of authorised signatory of the supplier

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HEAD OFFICE
PO Box 1771
Silverton 0127
TEL: +27 12 436 6300



HEAD OFFICE
PO Box 1771
Silverton 0127
TEL: +27 12 436 6300