

REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER	RFPT 06-2024/25
TENDER CLOSING DATE AND TIME	14 October 2024 at 12:00pm
TENDER DESCRIPTION	The objective of this RFP/T is to source for rentable office space for the Seda Bushbuckridge Branch Office, Mpumalanga for a period of two (2) years.

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SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

1. INVITATION TO TENDER

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

TENDER NUMBER : RFPT 06-2024/25

TENDER CLOSING DATE & TIME : 14 October 2024 at 12:00pm

TENDER DESCRIPTION : The objective of this RFP/T is to source for rentable office space for the Seda Bushbuckridge Branch Office, Mpumalanga for a period of two (2) years.

TENDER VALIDITY: 90 Days from date of closure of this tender.

BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:

Small Enterprise Development Agency
The Fields, Office Block A
Ground Floor
1066 Burnett Street
Hatfield, Pretoria, 0083

Bidders should ensure that bids are delivered timeously to the correct address. If the bid submission is late, it will not be accepted for consideration.

The Request for Proposal/Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:

Department : Supply Chain Management Unit
Contact Person : Mr Tshepo Palane
Tel : 012 441 1000/1106
E-mail address : tpalane@seda.org.za

BIDDER INFORMATION REQUIRED TO BE COMPLETED

The following particulars must be furnished. Failure to do so may result in the bid being disqualified.

Name of Bidder		Tax Clearance Status Pin		National Treasury Central Supplier Database (CSD) Registration Number	
Name of Contact Person:					
Cell Number:			E-mail Address:		
Telephone Number:			Web Address:		
VAT Registration Number:					
Physical Address:			Postal Address:		
.....					
.....					
.....					
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?					
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) , CIPC, COPY OF UTILITY BILL/LEASE AGREEMENT/TITLE DEED MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS ON THE SBD 6.1]					
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 THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE BIDDER HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		

	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	
	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	
	IF THE ANSWER IS "NO" TO ALL OF THE ABOVE QUESTIONS OF THE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS, 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 PARAGRAPH 3.3 BELOW.		
	SIGNATURE OF BIDDER	DATE	

2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed which are contained within this tender document.
- 2.2 All current and prospective suppliers/ service providers are required to register on the National Treasury CSD prior to submitting bids. - Self-registration: www.csd.gov.za. Enquiries may be directed to csd@treasury.gov.za. Foreign suppliers who do not have local foreign representation in RSA are not required to register on CSD. Suppliers registered on the CSD must submit proof of registration to Seda.
- 2.3 Bids received after the closing date and time will not be considered. Bidders are therefore strongly advised to ensure that their bids be dispatched timeously allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The Standard Bidding Documents (SBD) contained in this RFP/T are compulsory documents and must be completed, signed and returned with this bid proposal. Failure to submit completed and signed SBD documents may invalidate the tender proposal.
- 2.6 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its bid in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein. Unless otherwise specified and stipulated in writing, any part of the Bidder's bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.7 This tender document, together with associated compulsory forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.8 This tender document, together with compulsory forms should be filled in with black ink.
- 2.9 Bidders should check the numbers of the pages of the tender document and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
- 2.10 The tender price must be valid for acceptance for a period of 90 calendar days after the closing date of the tender.
- 2.11 During the validity period of the bid, the proposed team members proposed (if applicable), must be confirmed as being available.
- 2.12 Only firm prices will be accepted for the full duration of the contract.
- 2.13 Failure to have the Price Declaration of this tender document completed and signed, or signed by a duly authorized person, will constitute non-commitment by the Bidder, and the bid may be invalidated.

- 2.14 A detailed price break-down of the Total Cost of Ownership (TCO) must be provided to support the Price Declaration of this tender.
- 2.15 All prices must be quoted in South African Rands and be inclusive of all costs and applicable taxes (inclusive of Value Added Tax (VAT) etc.).
- 2.16 Seda reserves the right to only accept part of the submitted bid by a Bidder.
- 2.17 Seda reserves the right to withdraw this tender.
- 2.18 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by facsimile, e-mail or similar apparatus.
- 2.19 Seda reserves the right to accept or reject any tender proposal.
- 2.20 The Bidder's company letterhead must be used for the proposal's cover letter and reflect the company name, address, contact details and company registration number.
- 2.21 The correct Tender Reference Number (See the front page of this RFP/T for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.22 All pages of the proposal must be initialed by the responsible person.
- 2.23 These General Conditions of Tender (GCT) form part of, and must be read in conjunction with, the attached National Treasury General Conditions of Contract (GCC), and failure to comply therewith may invalidate the tender. The GCC must be returned with the RFP/T initialed on each page.
- 2.24 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: FraudPrevention@seda.org.za; or sms: 39772.
- 2.25 Bids must be delivered to the correct address/ location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.26 The award of the bid may be subjected to price negotiations with the preferred Bidder(s).
- 2.27 The successful bidder will be required to sign a written contract.

3. TAX COMPLIANCE REQUIREMENTS

- 3.1 Bidders must ensure compliance with their tax obligations.
- 3.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Seda to view the taxpayers profile and tax status.
- 3.3 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-fillers through the website www.sars.gov.za
- 3.4 Bidders may also submit a printed TCS together with the bid.
- 3.5 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate proof of TCS/pin/CSD number.
- 3.6 When no TCS is available but the bidder is registered on CSD, a CSD number must be provided.

SECTION B COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER

4 SCM/PD001: PRICE DECLARATION BY THE BIDDER

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period of 90 days from date of closure of this bid. I/We confirm that this tender will remain binding upon me/ us and may be accepted by Seda at any time before the expiry date.

Name and Surname : _____

Signature : _____

Date : _____

Are you duly authorized to commit this tender :

Yes	No
-----	----

Capacity under which this tender is signed : _____
 (Attach proof of authority to sign this bid e.g. resolution of directors, etc.)

TOTAL TENDER PRICE IN SA RANDS

Total Cost of Ownership (TCO) to Seda

(Inclusive of VAT, Discounts, etc.)

R _____

Scope of Work /Description	Total
Year one (1) Rental	
Year two (2) Rental inclusive of escalation	
VAT (if applicable and VAT registered)	
Total Bid Price inclusive of VAT and Disbursement (Declared Price for the duration of the contract as per Scope of Work/Deliverables)	

*A detailed price breakdown of the TCO as declared, to be provided

5 SCM/DOI003: DECLARATION OF INTEREST (SBD4)

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.

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**

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

2.3.1 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 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.
- a. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

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.

6 SCM/: PCF004 PREFERENCE POINTS CLAIM FORM (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 from R250 000 up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

The applicable preference point system for this RFQ/tender is the **80/20** preference point system.

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:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of–

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

(Note to Tenderers: The tenderer must indicate how they claim points for each preference point system. Failure of the tenderer to submit the fully completed SBD 6.1 with the points claimed and supported by proof/documentation will results in points being forfeited)

The specific goals allocated points in terms of this RFQ/tender									Number of points allocated (80/20 system)	Number of points claimed (To be completed by the tenderer)
Micro Enterprise									8	
Small Enterprise									6	
Medium Enterprise									3	
Large Enterprise									1	
BBBEE Level Ownership –									6	
L1	L2	L3	L4	L5	L6	L7	L8	L9		
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
Targeted Group: Youth									2	
Target Group: Non-Youth									1	
Spatial: Rural and Townships									4	
Spatial: City									1	

NB: Provide valid BBBEE Certificate/Sworn Affidavit, Copy of Utility Bill/Lease agreement/title deed (spatial) to be able to claim the points above.

The National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies as gazette 15 March 2019

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 - 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 - 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 - 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 - 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 - 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 - 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 - 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 - 10	≤ 5,0 million

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

- ☐ (Proprietary) Limited
☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

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

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

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

7 SCM/SPBD007: BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name : _____

Name of Bank : _____

Branch Code & Name : _____

Account Number : _____

Type of Account: Cheque ☐ Savings ☐ Transmission ☐

Bank details to be certified as correct by **DATE STAMP of BANK OR BANK LETTER (NOT OLDER THAN SIX (6) MONTHS:**

DATE STAMP OF BANK

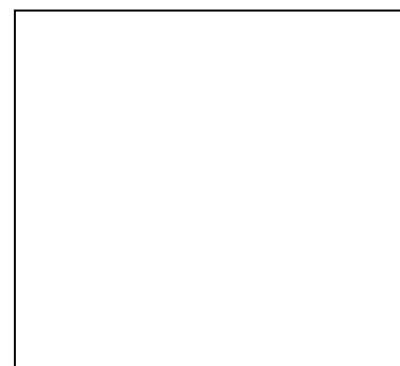
Name and Surname : _____

Signature : _____

Designation : _____

Tel number : (_____) _____

Fax number : (_____) _____



NAME AND SURNAME :
 (Bank Official)

SIGNATURE :
 (Duly Authorised to Sign)

ON BEHALF OF :
 (Name of Organization)

DATE :

SECTION C: TERMS OF REFERENCE

8. PURPOSE

The purpose of this request for proposals is to source Rental Office Space for the Small Enterprise Development Agency Branch Office for approximately 250m² to 350m² rentable office space in Bushbuckridge Area, Mpumalanga.

9. BACKGROUND

Seda Mpumalanga is requesting proposals for approximately 250m² to 350 m² rentable office space in Bushbuckridge area to serve as the agency's branch for delivering business development services to small enterprises.

Seda's legislative mandate and mission give direction regarding what is expected from Seda in the long term. The expected impact of Seda is an increased contribution of small enterprises to the South African economy and promotion of economic growth, job creation and equity. In a drive to achieve the stated ultimate outcome, Seda has outlined its strategic goals as follows:

- Enhance competitiveness and capabilities of small enterprises through coordinated services, programmes and products;
- Ensure equitable access to business support services;
- Strengthen the organisation to deliver on its mission.

The service delivery network of Seda consists of delivery points located throughout the country. These points currently take the form of Seda branches, Seda enterprise development centres and Seda supported incubation centres. Seda also utilises information kiosks and mobile units to access remote areas. In addition, Seda co-locates primarily with local municipalities and various other partners in areas where it does not have a branch. Seda has an established network of 9 Provincial Offices, 43 branches, 19 mobile units, 53 electronic information kiosks, 12 satellite offices, 48 Incubation Centres and 36 access points where Seda co-locates.

10. SCOPE OF WORK / REQUIREMENTS

The general requirements listed below include location, accessibility and availability of the required premises:

- Seda is requesting proposals for approximately 250m² to 350m² rentable office space in Bushbuckridge Area, Mpumalanga Province.
- The preferred location shall be in the Central Business District (CBD) and have access to public transportation.
- The office space must conform to normal government office space requirements, including accessibility by people with disabilities.
- Any alterations/refurbishments by the bidder must meet Seda Requirements and must be completed prior to the occupation date.
- Seda requests to occupy the facility from 1 November 2024, for a lease agreement for a period of two (2) years.

11. SPECIFICATION

The leased facility requirements include:

- **Estimated Preferred Floor Plan**

Qty	Description	SqM	Total SqM
1	Offices (BM)	16	16
6	Offices	12	72
1	Boardroom	45	45
1	Server Room	20	20
1	Training Room	60	60
1	Reception	35	35
1	Print Station Area	8	8
2	Storage Room	12	24
1	Filing/Archiving	30	30
1	Kitchen	10	10
1	Staff Pause Area	10	10
Total:			330

- **Ablution Facilities**
 - Minimum 2 x Male
 - Minimum 3 x Female
 - Minimum 1 x Disabled
- **Parking**
 - Secured and undercover parking for 7 vehicles
 - Secured, undercover and lockable parking for 2 Seda Pool vehicles
 - Access to secured parking for Seda visitors/clients
 - Parking for disabled staff/visitors
- **Electrical Systems**
 - Electrical outlets with a minimum of 2 outlets per workstation
- **ICT Infrastructure**
 - Roof structure and access to the roof must comply with minimum health and safety requirements to technicians to install or maintain equipment
 - Landlord pre-approvals for site surveying and installation of wireless communication equipment (microwave equipment).
- **Server Room**
 - Air conditioner with minimum rating of 9000 BTU
 - Fire detection system
 - Fire suppression system (preferable)
- **Air-conditioning**
 - Centralised/split units for all other offices and common areas
- **Accessibility**
 - Access for people living with disabilities
 - Convenient access to public transport
- **Location**
 - Within the Bushbuckridge CBD
- **Availability**
 - Occupation to commence 1 November 2024
 - Any alterations/ refurbishments by the bidder to meet Seda's requirements, must be completed prior to the occupation date.

12. FACILITY QUALIFICATIONS

The Lessor, in its proposal shall at a minimum address the following technical qualifications:

Parameters	Requirement(s)
Facility description	A Grade “A” or “B” building before or after occupation to be remodelled to occupant specifications. The lessor shall at its own cost be required to make the interior changes to meet the Seda specifications as outlined in the floor plan. Describe whether this is an owned building ready for occupancy or building requiring to be remodelled to occupant specifications. Preferably, the Lessor shall be required to make the interior changes to meet the Seda specifications. The building should meet all relevant Occupational Health & Safety and Building regulatory (Air Conditioning) requirements, including facilities for the disabled (ramp at front entrance / restrooms etc.).
Facility occupancy timeline	Provide details on the timeline for occupancy. The 1 st of November 2024 is the targeted occupancy date. Occupancy must be no later than the afore-mentioned date. Confirm that the building will be compliant with all agreed upon requirements by the date specified.
Facility location	Describe the exact location address
Facility square meters	Provide a layout showing the approximated 250m ² to 350m ² .
Rental rate	The quoted rental must indicate cost per square meter.
Operating expenses	Describe all services offered (preferably Lessor shall be responsible for providing all utilities and building services including maintenance, repairs of electrical installations, air conditioners and other mechanical, landscaping, pest control, custodial services and trash removal)

General layout	Describe the square meters and layout available to accommodate a work environment for at least nine (9) people, which shall include all requirements as listed under specification.
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13. SEDA'S ROLES AND RESPONSIBILITY

- Review and sign off project implementation plan.
- Plan the Project together with the Service Provider.
- Provide oversight.
- Manage the project budget.
- Manage the performance of the Service Provider in line with SLA.
- Monitor and evaluate the project implementation.
- Pay the Service Provider according to the agreed payment schedule; and
- Acceptance and sign-off of the project closure report.

14. CONTRACT DURATION

This contract will be for a period of two (2) years from the date of the appointment of the Service Provider and issuing of a purchase order.

15. EVALUATION OF THE TENDER PROPOSAL

The proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum requirements.

Phase 1 SCM Assessment of Compliance Documents	Phase 2 Pre-Qualification Criteria	Phase 3 Functionality Criteria	Phase 4 Site Visit Criteria	Phase 5 Price and Specific Goals
Bidders to submit all the required SCM compulsory bidding documents must be completed and returned	Bidders that do not meet the criteria will be disqualified and not considered for further evaluation.	Bidders(s) are required to achieve a minimum threshold of 70% to proceed to Phase 4.	Bidders(s) are required to achieve a minimum threshold of 70% to proceed to Phase 5.	Only the Bidder(s) that met the 70% or more for Phase 4 will be evaluated on the 80/20 preference points system.

15.1 PHASE 1. SCM ASSESMENT OF COMPLIANCE DOCUMENTS

The following criteria will form the basis of assessing all bids received and failure to comply with the following documents may result in the dis-qualification of the bid:

1.	A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission including the National Treasury General Conditions of Contract (GCC) Annexure A.
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15.2 PHASE 2. PRE-QUALIFICATION CRITERIA

The pre-qualification criteria will form the basis of evaluating all bids received and failure to comply with the following pre-qualification will result in the dis-qualification of the bid and will not be considered for further evaluation:

1.	Proof of ownership of the property being proposed in the form of Municipal Accounts Statement not older than 3 months.
2.	If an appointed Agent, letter of appointment to act as an agent (applicable only to an agent).

Only bids meeting the above Pre-Qualification Criteria will qualify to be further evaluated for Phase 3: Functionality Criteria.

15.3 PHASE 3 FUNCTIONALITY CRITERIA

The following criteria will be used to evaluate all bids that qualified at Phase 1: Pre-Qualification stage. Bids must score a minimum of seventy percent (70%), seventy points (70 points) on Phase 3 being the stipulated minimum threshold for Functionality Criteria.

Functionality Criteria		Weighting of Importance	Points Allocation
1.	Location The service providers must provide detailed of the proposed facility location that should be in the CBD and accessible to the general public.	20%	20
2.	Technical qualifications (Provide Floor Plan covering the following) - In-house Ablution Facilities - Electrical System - Municipal Clearance Certificate - 8 Secure Parking Bases (floor plan) - Water Connection - All the listed items must be on the Floor Plan = 40 points If any of the items not included in the floor plan=0 point	40%	40
3.	Facility requirements - Size ranging from 250m2 to 350m2 - Confirmation of building availability	40%	40
Total		100%	100
Stipulated Minimum Threshold (SMT) to be met		70%	70

Only qualifying bids meeting/ exceeding the stipulated minimum threshold for the Phase 3: Functionality Criteria will be considered for Phase 4: site visit.

15.4 PHASE 4 SITE VISIT CRITERIA

The following criteria will be used to evaluate all bids that qualified at Phase 3: Functionality Criteria stage. Bids must score a minimum of seventy percent (70%), seventy points (70 points) on Phase 4 being the stipulated minimum threshold for site visit.

Site Visit Criteria		Weighting of Importance	Points Allocation
1	Location of the proposed facility should be in the CBD and accessible to the general public.	20%	20
2	Technical qualifications (Provide Floor Plan covering the following) - In-house ablution facilities - Electrical System - Municipal Clearance Certificate - 8 Secure Parking Bases (floor plan) - Water connection - All the listed items must be on the Floor Plan = 40 points If any of the items not included in the floor plan= 0 points	40%	40
3	Facility requirements - Size ranging from 250m2 to 350m2 - Confirmation of building availability	40%	40
Total		100%	100
Stipulated Minimum Threshold (SMT) to be met		70%	70

Only qualifying bids meeting/ exceeding the stipulated minimum threshold for the Phase 4: Site Visit Criteria will be considered for Phase 5: Preference Points.

15.5 PHASE 5: PREFERENCE POINTS SYSTEM

Awarding of Preference Points in terms of the Preferential Procurement Regulations of 2022

In respect to the awarding of preference points for Price and Specific Goals, a Bidder who submits the lowest acceptable bid will score 80 points for price. Bidders quoting higher prices will score lower points for price on a pro rata basis. A maximum of 20 points for Specific Goals will be awarded to a bidder for their status level of contributor.

Depicted in the table below, both the points allocated for Price (80) and the Specific Goals points (20) are combined or calculated to a total out of 100, and the tender must be awarded to the Bidder who scores the highest number of total points.

Preference Point Criteria		
Description		Points Allocation
1.	Price	80
2.	Specific Goals as outlined in the SBD 6.1.	20
Total Points		100

SECTION D: SUBMISSION QUALITY CHECKLIST

16. CHECKLIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED WITH BID

A checklist below, which is not mutually exclusive, has been provided to highlight some of the important documents amongst other which is not all inclusive, which must be included/ submitted with the Request for Proposal/ Tender **RFPT 06-2024/25**:

1.	Covering letter from the bidding company. Bidder Information must be provided.
2.	Tax clearance status pin. In case of bids where a Consortia/Joint venture/Sub-contractors are involved each party must submit separate proof of TCC/Pin including copy of the signed JV/Consortia Agreement.
3.	Company registration certificate with director/s name and shareholding %.
4.	Company Profile.
5.	Provide valid BBBEE Certificate/Sworn Affidavit, Copy of Utility Bill/Lease agreement/title deed (spatial) to be able to claim the points above.
6.	Proof of registration on NT central supplier database.
7.	SBD 4 - Declaration of Interest duly completed.
8.	SBD 6.1 - Preference points claim duly completed.
9.	Any disclosure with reference to completed SBD forms, by bidder (If any - if none indicate n/a)
10.	Initialed general conditions of contract (GCC).
11.	The Price declared by the Bidder must be signed by the bidder/authorized person and the total amount must be stated in ZAR, VAT Incl. and must include any discounts offered.
12.	Validity period of tender price for 90 days must be signed for as acceptable to the bidder (Price Declaration).
13.	The fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission.
14.	Proof of ownership of the property being proposed in the form of Municipal Accounts Statement not older than 3 months.
15.	If an appointed Agent, letter of appointment to act as an agent (applicable only to an agent).
16.	Detailed Floor Plan covering all the required spacing that includes in-house ablution facilities, Electrical System, Municipal Clearance Certificate, Parking Bases with secure and lockable, Water Connection.

NOTE:

- Ensure that all document attachments are clearly marked, and the tender proposal is submitted in a clear, logical and well-marked sequence together with an index of documents.
- **Bidders are required to submit one (1) original bid document and copy of the bid document on USB.**

SECTION E: ANNEXURES

ANNEXURE A:

- NATIONAL TREASURY'S GENERAL CONDITIONS OF CONTRACT