



REQUEST FOR BID

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:

RFB DOCUMENT NUMBER:	SAQA 03/2024
RFB ISSUE DATE	01 October 2024
RFB CLOSING DATE AND TIME:	18 October 2024 @11:00
RFB VALIDITY PERIOD	120 days from the RFB closing date
DESCRIPTION OF GOODS REQUIRED	REQUEST FOR PROPOSALS FOR THE LEASE OF AN OFFICE BUILDING FOR THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)
PERIOD OF CONTRACT	Sixty (60) Months Renewable
BRIEFING SESSION	None
RFB RESPONSE ADDRESS	Responses to this RFB must be hand-delivered to the following address: SAQA Tender Box located at the Reception, Ground Floor, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria 0083
ENQUIRIES	Please direct all enquiries in writing to the following contact person and e-mail address: Mr. Benedict Tefu E-Mail Address: tenders@saqa.org.za

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SECTION 1: TERMS OF REFERENCE

1. INTRODUCTION

- 1.1. The South African Qualifications Authority (SAQA) is a juristic person under the National Qualifications Framework Act, 67 of 2008 (NQF Act) and a schedule 3(A) national public entity under the Public Finance Management Act, 1 of 1999. SAQA performs its statutory functions subject to the NQF Act and is responsible for overseeing the implementation of the National Qualifications Framework (NQF) and ensuring the achievement of its objectives.
- 1.2. The objectives of the NQF are to –
 - 1.2.1. Create a single integrated national framework for learning achievements.
 - 1.2.2. Facilitate access to, and mobility and progression within, education. Training and career paths.
 - 1.2.3. Enhance the quality of education and training; and
 - 1.2.4. Accelerate the redress of past unfair discrimination in education, training, and employment opportunities.
- 1.3. The NQF consists of three qualifications sub-frameworks (General and Further Education and Training, Higher Education, and Trades and Occupations), and its objectives are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large.
- 1.4. SAQA is the custodian of the NQF, coordinates the three qualifications sub-frameworks, and plays a pivotal role in the entire education and training sector.

2. NATURE OF SERVICES REQUIRED

- 2.1. The purpose of this Request for Bid (RFB) is to invite owners/appointed agents to submit proposals for a suitable commercial office building that is available for lease and that meets the SAQA requirements outlined in the scope of goods.

3. SCOPE OF GOODS REQUIRED

3.1. Building Requirements

SAQA requires office accommodation for approximately 150 employees including contracted service providers. The office should be based in Pretoria or surrounding areas. The building proposal should include the following information.

VERY IMPORTANT:

Technical documents must be arranged in sequence of the below criteria in a pack with clearly marked sections according to the headings listed below.

Complete the “Bidder page reference and page number” in the table above to ensure that your responses to the technical evaluation can be located.

Item no.	Description	Specification	Reference page and section no.
1.	Office Size	An office building with a minimum of 3000 sqm and the opportunity to expand	
2.	Property Information	<p>The proposal should clearly outline the following:</p> <ul style="list-style-type: none">• Preferable Grade P building (as per South African Property Owners Association (SAPOA) Building grades. Grades A will be considered.• Details of all partners to the offer (Details of all parties to the transaction, name, and details of the owner with the director’s resolution to make such proposal).• Physical address of the building, stand number.• The building must be air-conditioned and have floor covering.• Number of offices: Be able to accommodate 50 or more air-conditioned offices during conversion.• Opportunity to convert. 1 Boardroom is to accommodate a minimum of 150 people in the building.• Kitchen areas: minimum of 2 on each floor or wing with built-in cupboards and sink• Reception area: Provide a customer waiting area for approximately 10 or more people.	

		<ul style="list-style-type: none"> Secured and fire-rated storage area: as a minimum 3 storerooms for stock and record keeping. Air-conditioned server room with a minimum of 25 sqm with raised flooring or opportunity to convert. The building must be air-conditioned. Artificial ventilation is vital for office space. Lighting: The building and office space should be well-lit. Confirm whether it is a shared office park and provide the number of tenants, if any, currently occupying the building, along with the duration of their respective leases. The building is zoned business (Offices) and can be easily retrofitted to a business. The building is in a secure area. If there is more than one-floor level, confirm the number of elevators. Disability access to and within the building. Accessibility to public transport (confirm the distance to each public transport option) A list of amenities (shops, banks etc.) within walking distance of the building Fire escape as per Occupational Health and Safety specifications. The building should have a Tenant Installation Allowance or subsidy 	
3.	Sectional title and standalone buildings	<ul style="list-style-type: none"> Provide a levies statement, rates and taxes and the latest minutes of the Annual General Meeting (AGM) and audited financial statement of the body corporate. Indicate if there are any other special levies. 	
4.	Parking Facilities	<ul style="list-style-type: none"> The proposal should have a detailed layout of the secure parking area. A minimum of 80 on-site parking bays or sufficient space on the property to cater for the number of parking bays required. 	

5.	Building Compliance	<p>The following certification of compliance must be in place and submitted with the response to this tender:</p> <ul style="list-style-type: none"> • Fire Compliance Certificate • Gas Compliance Certificate (if applicable) • HVAC Compliance Certificate (if applicable) • Electrical Compliance Certificate • Occupation Certificate • Green building star rating/energy compliance certificate • Lift/ Elevator Certificate (if applicable) 	
6.	Bathroom and toilet facilities for Males, Females and Persons with disabilities	<p>The bidder shall provide fully functional bathroom and toilet facilities that meet the Occupational Health and Safety Act (OHSA) requirements.</p> <p>Bidders are to declare if bathrooms and toilet facilities are shared by multiple companies.</p>	
7.	Technology and Communication	<p>Provision of LAN, WAN and Fiber Optica Cabling. Secured facility to host ICT equipment (Server room)</p> <p>*No analogue connection is being utilized for communications.</p>	
8.	Health & Safety	<ul style="list-style-type: none"> • Letter of Good Standing • Evacuation plan and assembly points 	
9.	Building Support Services	<p>Services must be available on occupation:</p> <ul style="list-style-type: none"> • Water. • Electricity. • Sanitation, Pest control, and Refuse removal service. • Facility to accommodate a waste room. • Service records for aircons, lifts, and fire equipment. • Generator/ Backup power for the premises or alternatives power generation. 	
10.	Availability of the building	The bidder is to confirm the status of the availability of the building.	
11.	New Developments	New developments may be considered if the occupation is within three months of registration.	
12.	Designs and Layout	The Lease should allow SAQA to convert the space as per its requirements.	

4. EVALUATION OF BID

4.1. The bid will be evaluated in 4 stages:

The tender evaluation process will be conducted in compliance with the relevant Supply Chain acts (including, the Public Finance Management Act of 1999, Preferential Procurement Policy Framework Act of 2000, etc.), its associated Regulations, and SAQA Procurement and Preferential Procurement Policies.

The bids will be evaluated based on the following stages and further described below:

- Stage 1 – Administrative Evaluation.
- Stage 2 – Mandatory Evaluation.
- Stage 3 – Functionality Evaluation
- Stage 4 – Price and Specific Goals Evaluation

Should a bidder fail on any of the previous stages, they will be disqualified and not considered for any of the follow-on stages. These different stages are further described below.

4.2. Stage 1: Administrative Evaluation

The bidders will be evaluated on the returnable documents for administrative compliance and to confirm if the bidder meets all the terms and conditions of the bid as referenced in this document.

BIDDERS ARE TO COMPLY WITH SECTION 4: BID SUBMISSION REQUIREMENTS

4.3. Stage 2: Mandatory Evaluation:

This bid will be evaluated on Mandatory criteria. In their responses, bidders-must-submit a document substantiating their claim and provide a cross-reference where their quotation/proposal addresses this requirement.

If a Bidder does not comply with any requirement in the table below, they will be disqualified and not considered for further evaluation.

No.	Mandatory Evaluation Criterion	Comply	Comments or cross-references in the Proposal
1.	Agents Submitting on behalf of owners submitted a signed mandate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	The building must either be Grade P or Grade A, with a minimum three-star green rating by the Green Building Council of South Africa (GBCSA).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	The office building is a minimum of 3000 sqm	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	The office building is in Pretoria or surrounding area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	The office building is in a secured area with security measures on the premises. Bidders are to submit documents substantiating the security measures (Security, boom, a gate, electrical fencing etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.4. Stage 3 - Functionality Evaluation

Bidders will be evaluated based on the following Weighted/Rated Functional Evaluation Criteria.

No.	Functionality Evaluation Criteria	Maximum Points
A	Required documents:	5
1	Certificate of Occupancy <ul style="list-style-type: none"> Provide a copy of the Certificate of Occupancy - (5 points) 	5
B	Building Requirements:	50
No.	Evaluation Criteria	Maximum Points

1	Office: <ul style="list-style-type: none"> An office layout to fit a minimum of 50 offices - (10 points) 	10
2	Boardroom: <ul style="list-style-type: none"> A layout to fit the boardroom for 150 people - (10 points) 	10
3	Reception area: <ul style="list-style-type: none"> A layout to fit the reception area for 10 or more people – (5 points) 	5
4	Dedicated Kitchen areas: <ul style="list-style-type: none"> A layout to fit the kitchen areas – (5 points) 	5
5	Floorspace: <ul style="list-style-type: none"> Readily available Heating Ventilation and Air- conditioning (HVAC) system- (5 points) 	5
6	Proof of Building Grade: <ul style="list-style-type: none"> Grade P - (15 points) Grade A - (10 points) 	15
C	Hard Services and Amenities	45
No	Evaluation Criteria	Maximum Points
1	Server room: <ul style="list-style-type: none"> A layout to fit the server room with raised flooring-(10 points) 	10
2	Elevators: <ul style="list-style-type: none"> Single-level building - (5 points) multi-level building must have a lift. <ul style="list-style-type: none"> At least one lift - (5 points) Multi-level building with no lifts - (0 points) 	5
3	Bathroom and toilet facilities <ul style="list-style-type: none"> Male and female bathroom and toilet facilities per floor/wing as well as a bathroom and toilet facility for people living with disabilities (5 points). Lack of either Male and female bathroom and toilet facilities per floor/wing as well as a bathroom and toilet facility for people living with disabilities (0 points). 	5
4	Disability Access <ul style="list-style-type: none"> Disability access to and within the building - (5 points) No access to and within the building for people living with disabilities - (0 points) 	5

5	Public transport: <ul style="list-style-type: none"> • Within 1km of public transport – (5 points) • Greater than 1km radius for public transport - (0 Points) 	5
6	Parking availability. <ul style="list-style-type: none"> • 80 or more secured parking bays - (5 points) • Less than 80 secure parking bays - (0 Points) 	5
7	Amenities <ul style="list-style-type: none"> • within 1km walking distance – (5 points) • Greater than 1 km radius from the premises – (0 points) 	5
8	Building Support Services: <ul style="list-style-type: none"> • Availability of a full primary and backup power solution, with seamless transition to cater for occupant capacity and all electrical peripherals - (5 points) • No backup power support - (0 points) 	5
Total points:		100

Functional Threshold:

The minimum functional threshold is 80 Points. Bidders who score less than this threshold will be disqualified and not be considered for any further evaluation.

NB: SAQA will conduct a site visit to confirm the criteria being scored on buildings that pass the minimum functional threshold of 80 Points

Stage 4 – Price and Specific Goals Evaluation

All Bidder(s) that pass all previous stages of evaluation (acceptable Bidder(s)) will qualify to be further evaluated on Price and Specific Goals (80/20).

Description	Points
Price	80
Specific Goals	20
Total Points for Price and Specific Goals	100

Table 1: Specific goals for the tender and points claimed are indicated in the table below. (Note to tenderers: The tenderer must indicate how they claim points for each specific goal stipulated below and provide supporting evidence in the form of a valid B-BBEE Certificate/Affidavit.

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed. (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes in which the company operates – SANAS Approved certificate or Commissioned affidavit or Shareholding certificate.	Total Points: 15 At least 51% Black Ownership – 15 Points	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with respective Sector Codes which the company operates – SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 5 At least 30% Black Ownership – 5 Points	
Total Points for Specific Goals			20	

5. VALIDITY PERIOD OF PROPOSAL

The tender proposal must remain valid in all respects for at least 120 days after the tender closing date.

6. ALTERED OR QUALIFIED BID PROPOSALS

6.1. If a bidder alters the wording of this RFB or the standard bid documentation in its bid proposal, SAQA will disqualify the bid proposal.

6.2. Bid proposals that are qualified by a bidder's conditions may be disqualified by SAQA. The terms of the RFB take precedence over any of the bidder's conditions.

7. REQUESTS FOR INFORMATION, PRESENTATIONS, AND DEMONSTRATIONS

7.1. SAQA may request clarification or additional information regarding any aspect of a bidder's proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise, the bid may be disqualified.

7.2. SAQA may request a presentation or demonstration, and bidders must comply with such a request within 24 hours.

8. BIDDER ENQUIRIES

8.1. Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB, queries must be addressed, in writing, to the contact SAQA person(s) listed in the invitation to bid SBD 1.

8.2. Under no circumstances may a bidder approach any other SAQA employee for any information or clarity regarding the RFB. Any such approach may result in the disqualification of the bid.

8.3. SAQA reserves the right to place any inquiry received and SAQA's corresponding response on SAQA's website.

8.4. Bidders may direct written inquiries regarding the RFB up to **10 October 2024** and SAQA will respond to them by **11 October 2024** by advertising the questions and answers on the SAQA website, www.saqa.org.za under the Procurement category. No inquiry (s) shall be answered by SAQA beyond that date unless considered necessary by SAQA.

9. BRIEFING SESSION

- 9.1. The tender will not have a briefing session.

10. LANGUAGE

- 10.1. The bidder's proposal and all correspondence and documents related to the RFB must be in English.
- 10.2. Supporting documents and printed literature furnished by the bidder with its proposal may be in another language, provided that they are accompanied by an accurate translation in English. For interpretation of the bid, the English translation will prevail.

11. CONFIDENTIALITY

- 11.1. The information contained in the RFB, and other documents supplied by SAQA in connection with the RFB may be confidential and all copyright and Intellectual Property therein vests with SAQA.
- 11.2. Except as may be required by operation of law, by a court or by a regulatory authority with jurisdiction, no bidder may disclose any information contained in or relating to the RFB or any other documents supplied by SAQA in connection with the RFB or a bidder's proposal.
- 11.3. No part of the RFB or any other documents supplied by SAQA in connection with the RFB may be distributed, reproduced, stored or transmitted to any party, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing the bidder's proposal.
- 11.4. The RFB and any other documents supplied by SAQA in connection with the RFB remain proprietary to SAQA and must be promptly returned to SAQA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.
- 11.5. Failure to adhere to these confidentiality requirements may result in disqualification from the bid process and civil action.

12. MEDIA RELEASES

- 12.1. Bidders or their agents shall not make any media statements, comments or releases concerning this RFB or the awarding of the tender or any resulting contract without the prior written consent of SAQA.

13. BIDS BY CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING

- 13.1. In the case of bids submitted by a consortium, joint venture or with a sub-contracting proposal, bidders must provide a copy of the signed consortium, joint venture or sub-contracting agreement stipulating the work split between the parties and must complete the information in SBD 1 in respect of each party.
- 13.2. A consortium or joint venture (including unincorporated consortiums and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate to qualify to claim B-BBEE status level points.
- 13.3. If SAQA awards the bid to a consortium, joint venture or with a sub-contracting proposal, the bid will be awarded to the primary bidder and no separate agreements shall be concluded by SAQA with other members of the consortium or joint venture or with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, accountable, and liable for the fulfilment of the responsibilities and obligations of the contract. Any subcontracting shall be subject to SAQA's prior written approval.

14. AWARD OF TENDER

- 14.1. SAQA reserves the right to shortlist bidders and to enter into negotiations regarding the terms and conditions of the contract, including prices, before awarding the tender.
- 14.2. SAQA may, in its sole discretion, not accept a lower bid and reserve the right to not award the tender.
- 14.3. SAQA may, on reasonable and justifiable grounds, award the tender to a bidder that does not score the highest number of points in terms of the Preferential Procurement Regulations, 2022.
- 14.4. The tender will be deemed awarded only on signature by the authorized representatives of SAQA and the successful bidder in the form of an Acceptance Letter and SBD 7.1.

SECTION 2: SPECIAL CONDITIONS OF CONTRACT

The following special conditions shall apply to the award of this bid:

1. BIDDER'S WARRANTIES

The bidder warrants and represents to SAQA that:

- 1.1. The bidder has adequate personnel, resources and facilities to carry out the services.
- 1.2. The bidder shall carry out the services professionally and diligently and in accordance with Best Industry practices. Without derogating from the generality of this warranty, the bidder shall assign the performance of the services to personnel having the skills, experience, expertise, capacity, and knowledge required to perform the services.
- 1.3. The bidder shall not engage in any activities that would detract from the proper performance of the services.
- 1.4. The bidder shall avoid any material conflict between its interests and those of SAQA and, where such conflict is unavoidable, will disclose the details of such conflict to SAQA.
- 1.5. The bidder shall provide the services in a cost-effective manner that ensures that SAQA receives value for money.
- 1.6. All information that the bidder provides to SAQA concerning the services shall be accurate in all respects; and
- 1.7. The bidder shall always act reasonably, honestly and in good faith in its dealings with SAQA.

2. SARS GOOD STANDING AND B-BBEE RATING

The bidder shall remain in good standing with the South African Revenue Services, and the relevant city council authority and maintain or improve its B-BBEE rating, failure of which will result in SAQA being entitled to terminate the contract.

3. CO-OPERATION WITH SAQA AND ITS REPRESENTATIVES

- 3.1. The bidder shall furnish to SAQA or its authorized representatives any information, records, documents, accounts, letters and papers within the bidder's possession or under its control relating to the services, within 7 days of written notice from SAQA to do so.
- 3.2. The Service Provider shall cooperate fully with any request of the Auditor-General of South Africa relating to the services.

4. CONTRACT PAYMENTS

- 4.1. Invoices submitted by the bidder shall comply with all SAQA's requirements.
- 4.2. All amounts payable by SAQA to the bidder for delivery of the services shall be paid by electronic transfer into the official bank account of the bidder as reflected on the National Treasury Central Supplier Database ("CSD").

5. PERFORMANCE PENALTIES

SAQA shall be entitled, without prejudice to any other remedies, to deduct from any monies payable to the bidder, an amount equivalent to the value of any substandard performance or non-performance of any or all of the services by the bidder. SAQA, acting reasonably, shall in its own discretion determine the amount of the deduction.

6. CONFIDENTIALITY

- 6.1. SAQA may disclose or make accessible Confidential Information to the bidder for purposes of providing the services. The bidder agrees that the sole purpose of the Confidential Information being disclosed or made accessible to it is in connection with the services and undertakes not to use the Confidential Information for any other purpose or in any manner that is adverse or detrimental to the interests of SAQA.
- 6.2. The bidder shall not disclose, in whole or in part any Confidential Information to any third party without the prior written approval of SAQA.
- 6.3. The bidder shall only disclose so much of the Confidential Information and at such time as may be strictly necessary to enable any of its employees, agents, associates or professional advisors to fulfil their function as such and only after advising them of the bidder's confidentiality

obligations and obtaining from them a signed undertaking of confidentiality restricting the use of the Confidential Information. The bidder warrants that such employee, agent, associate or professional advisor shall comply with the confidentiality undertaking.

7. INTELLECTUAL PROPERTY

- 7.1. All rights, title and ownership of any code, forms, algorithms, methodologies, frameworks or materials developed by the bidder for SAQA shall become the sole property of SAQA and form part of SAQA's Intellectual Property.
- 7.2. All intellectual property embodied in any services rendered by the bidder shall vest in SAQA and form part of SAQA's Intellectual Property. The bidder shall deliver to SAQA all codes, forms, algorithms, methodologies and materials relating to such services.
- 7.3. The bidder shall not use or disclose to any third party, in whole or in part any of SAQA's Intellectual Property aforesaid, without the prior written approval of SAQA.

8. INDEMNITY

The bidder indemnifies and holds SAQA harmless, against any claims that may arise from any acts and omissions of the bidder and that of the bidder's employees, consultants, agents, representatives or sub-contractors in rendering the services.

9. SUB-CONTRACTING

- 9.1. The bidder shall not sub-contract any of its obligations to a third party unless it has received the prior written approval of SAQA.
- 9.2. Any sub-contracting so approved by SAQA shall not absolve the bidder from complying with its obligations and the bidder indemnifies and holds SAQA harmless against any loss, harm or damage which SAQA may suffer because of such sub-contracting.

10. TERMINATION OF CONTRACT

- 10.1. SAQA shall be entitled, at its own discretion, and without prejudice to any other remedies, to –
 - 10.1.1. terminate the contract or temporarily suspend all or part of the services by at least 60 days written notice to the bidder, should funds no longer be available to pay for the services.
 - 10.1.2. terminate or temporarily suspend the contract in whole or in part for convenience and

without cause at any time by at least 60 days prior written notice to the bidder.

- 10.2. SAQA, when giving written notice, shall specify the extent of the termination or suspension, and the effective date of the termination or suspension.
- 10.3. The bidder, upon receipt of written notice, shall discontinue the rendering of services under the contract to the extent specified, and on the date specified in the notice.
- 10.4. If SAQA terminates or suspends the contract, in whole or in part, under this clause, SAQA shall pay the bidder for services already satisfactorily rendered under the contract, up to and including the date of termination or suspension specified in the notice.
- 10.5. SAQA shall not be liable for any consequential loss resulting from the termination or suspension of this contract under this clause, including, without limitation, any loss of profits or any costs associated with the termination or suspension of any subcontracts entered by the bidder.

11. RETURN OF DOCUMENTS AND CLOSE OUT REPORT

The bidder shall upon termination of the contract, furnish SAQA with all records, documents, accounts, letters and papers within its possession or under its control relating to the services and where required by SAQA, a close-out report.

PRICING SCHEDULE – FIRM PRICES

(SERVICES)

NOTE: ONLY FIRM PRICES PER YEAR WILL BE ACCEPTED. NON-FIRM PRICES AND PRICES SUBJECT TO RATES OF CHANGE OR VARIATIONS WILL NOT BE CONSIDERED

NAME OF BIDDER:	BID NO.: SAQA 03/2024
CLOSING TIME: 11H00	CLOSING DATE: 18 October 2024

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

1. The SAQA bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrives only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched, allowing enough time for any unforeseen events that may delay the delivery of the bid.
2. The accompanying information must be used for the formulation of proposals.
3. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

TOTAL: R

4. The ceiling price must include all applicable taxes, including value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions and skills development levies.
5. The bidder confirms the correctness of the prices and rates quoted in its pricing proposal and is solely responsible for and bound by the pricing proposal submitted for this bid, including all calculations. The bidder accepts that any errors contained therein regarding prices, rates and calculations are at the bidder’s own risk.

PRICING SCHEDULE

No	Description	Estimated Size or evaluation purposes only	Rate per Square Meter per month	Total Price Including VAT
1	Office Rental	3000m ²	R	R
2	Parking	80 Bays	R	R
TOTAL INCLUDING VAT YEAR 1				R
TOTAL INCLUDING VAT YEAR 2 (Escalation % ___)				R
TOTAL INCLUDING VAT YEAR 3 (Escalation % ___)				R
TOTAL INCLUDING VAT YEAR 4 (Escalation % ___)				R
TOTAL INCLUDING VAT YEAR 5 (Escalation % ___)				R
TOTAL INCLUDING VAT FOR 5 YEARS				R

NB: Bidders are also required to submit a detailed breakdowns including the items which might not be on the above price schedule.

SECTION 4: BID SUBMISSION REQUIREMENTS

1. An original plus one copy of the bid, i.e., two documents in total, must be deposited in the SAQA bid box at the address indicated in the invitation to bid SBD1 before the bid closing date and time. The SAQA bid box can be reached during office hours 07h30 – 16h30 South African time.
NB: Bidders are to indicate on the cover of each document whether it is the original or a copy.
2. Bids should be in a single sealed envelope, marked on the cover with:
 - Bid number: **SAQA 03/2024**
 - Bid closing date and time: **18 October 2024 @11H00**
 - The name and address of the Bidder:
.....
.....
3. The SAQA bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrives only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched, allowing enough time for any unforeseen events that may delay the delivery of the bid.
4. Bidders must complete all the necessary bid documents and undertakings required in this bid document.
5. Bidders are advised that their bid proposals should be concise, written in plain English and simply presented.
6. Bidders must complete and submit all required Standard Bid Documents: SBD 1, SBD 3.1, SBD 4, and SBD 6.1.
7. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number or Tax Pin in their bids to enable SAQA to confirm their tax status.

NB. Bidders should submit a recent CSD report with their bids.

8. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their pricing to substantiate their B-BBEE rating claims. However, bidders who qualify as EMEs may submit an affidavit signed by the EME representative and attested by a Commissioner of Oaths.

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

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SAQA 03/2024	CLOSING DATE: 18 October 2024	CLOSING TIME:	11:00am	
DESCRIPTION	REQUEST FOR PROPOSALS FOR THE LEASE OF AN OFFICE BUILDING FOR THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Reception Area					
SAQA House, 1067 Arcadia Street					
Hatfield					
0028					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Benedict Tefu		CONTACT PERSON	Mr Biniamien Dramat	
TELEPHONE NUMBER	012 431 5000		TELEPHONE NUMBER	012 431 5000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@saqa.org.za		E-MAIL ADDRESS	tenders@saqa.org.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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 either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% black ownership		15		
30% black woman ownership.		5		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

