

Bid Specifications

IEC/RFQ-NW373-02/2022

**Local Office Accommodation
Electoral Commission**

**NW373 - Rustenburg
North West Province**

1. BACKGROUND

A network of local offices is maintained by the Electoral Commission in two hundred and thirteen (213) municipalities throughout the country.

Local offices are responsible for implementing electoral related projects and programmes at a municipal level and also serve as a distribution point to voting stations during an election period.

However, the Electoral Commission has embarked on a competitive (Request for Quotation [RFQ]) procurement process to establish/maintain its physical footprint in the Rustenburg area.

The Electoral Commission is desirous to lease commercial (not industrial) office space located within Rustenburg municipal area and therefore invites interested property companies/property developers to submit written proposals related to this requirement.

2. BID REQUIREMENTS

- 2.1 Bidders are required to submit a company profile that describes the nature of the organisation and its normal business activities with details of track record and experience relating to the leasing and/or development of commercial (not industrial) property. Please note that less than eight (8) years' experience is considered unacceptable.
- 2.2 Bidders must submit written proposals which sufficiently address the office space requirements, as indicated in the detailed specifications stipulated herein (section 4) and, if possible, should include a floor plan of the proposed site.
- 2.3 In addition to the above, bidders are required to submit information as called for in Section 3.9 (lease agreement) and Section 5 (Rental and Cost) schedules of the bid specifications.
- 2.4 This information will be used in the evaluation and adjudication of the bid and the Electoral Commission will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material. Bid responses will be evaluated as submitted.
- 2.5 The Electoral Commission does, however, reserve the right to verify the information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bidder's proposal may be disqualified.
- 2.6 Where consortiums or joint ventures submit a response or where subcontractors are included in the response, full details must be provided of all the partners/participants and the letters of agreement of all the partners should be included with the bid submission. The approved service provider(s) shall be obliged to inform the Electoral Commission about all changes in nominated partners/participants during the course of the contract and the Electoral Commission reserves the right to cancel the contract should the Electoral Commission consider any of the changes as operationally or materially significant.

Note: Where specific written submissions are called for in this bid, they must be provided. All such submissions will be used in the adjudication of the proposal. Failure to submit the correct written documentation and/or evidence may therefore lead to disqualification of a bid submission.

3. GENERAL SPECIFICATIONS

3.1 Objectives

The Electoral Commission does not invest in permanent local offices and therefore requires the leasing of suitable office accommodation.

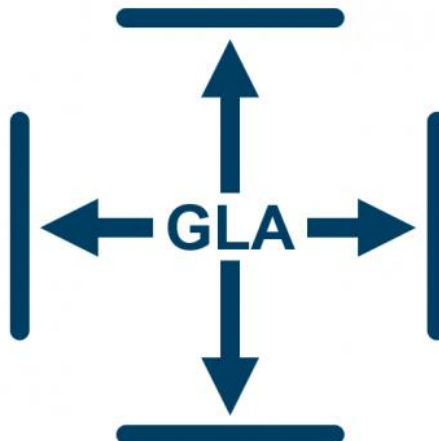
The Electoral Commission desires to lease a local office that can meet its operational requirements at a municipal level in Rustenburg. The local office is an operational and administration point that is primarily involved in the delivery of election programmes on a municipal level.

During an election period it also serves as a channel to receive electoral materials, keep stock of electoral materials, pick and pack electoral materials for distribution to voting stations.

Suitable office accommodation at a municipal level is essential for the successful delivery of elections and should fulfill the following minimum requirements:

- 3.1.1 Based on the Electoral Commission's needs determination and space planning assessment **guidelines** to ensure operational functionality at a municipal level, the required local office Gross Lettable (Rentable) Area (GLA) as provided for by the South African Property Owners Association (SAPOA) should be 199m² with a permissible variance of 10% larger (219m²) or smaller (179m²).

Gross Lettable Area is more commonly known in commercial real estate (CRE) terms by its abbreviation GLA.



It is generally comprised of office, warehouse, factory, or shops. This is the space that a commercial property landlord bases his rent and expenses charges to a tenant on. It is normally expressed as m².

The required local office Gross Lettable (Rentable) Area (GLA) must provide for the following **basic requirements**:

- Minimum of six (6) lockable offices [single occupant per office]
- One (1) open plan lockable office [multiple occupants]
- A boardroom
- Ablution facilities
- Kitchen area
- Lockable storage area
- Lockable equipment room

- 3.1.2 The Electoral Commission is cognizant of the fact that challenges may arise in certain local areas where commercial options available for rent may not conform to the basic requirements set out above. As such, instances may arise where office accommodation on offer from bidders may fall outside of the parameters, including the permissible variances. In such cases, the Electoral Commission reserves the right to give preference to the specified parameters but may also exercise discretion in considering office accommodation that does not exactly meet these parameters or basic requirements. In such instances, the Electoral Commission may decide to negotiate with bidders in order to find and agree on the best possible solution.
- 3.1.3 The office space should be easily accessible from public transport and main roads.
- 3.1.4 There should be adequate telecommunication infrastructure in the area to provide the local office with telephone, fax and data lines.
- 3.1.5 The office space should have sufficient water and electricity supply.
- 3.1.6 There should be sufficient uniform lighting in all areas of the office space.
- 3.1.7 The office space should be equipped with a separate kitchen area that has a sink with cold and hot water taps not leading into ablution areas.
- 3.1.8 The office space should have appropriate flooring (e.g. ceramic tiling, carpeting, wooden floors, *et cetera*).
- 3.1.9 The office space should have air conditioning in the work station areas.
- 3.1.10 The office space should have stable power for the utilisation of electronic equipment such as computers, photocopiers, fax machines and other electronic goods and appliances.
- 3.1.11 The office space should be fitted with related fire protection systems as Occupational Health and Safety Act.
- 3.1.12 The office space on offer should provide for **eight (8)** safe parking spaces.
- 3.1.13 The office space should have burglar bars on the windows and entrance/exit doors.
- 3.1.14 The office space should have a burglar alarm system linked to armed response.
- 3.1.15 The office space on offer should be ready for occupation within three calendar months from closure of the bid.
- 3.1.16 The office space on offer should be covered for both liability and property insurance and proof thereof must be submitted as part of the bidder's submission. The Electoral Commission is not liable for the payment of any such insurance cover.
- 3.1.17 The bidder is liable for maintenance cost.

3.2 Duration of the Contract

The duration of the lease will be for a period of **two (2) years**.

3.3 Documentation for Payment

Invoices shall be submitted monthly by the landlord for payment. Such invoices should reflect a clear breakdown of costs, for example:

- Rental amount
- Operating Cost
- Electricity Charge
- Water charge
- Refuse removal charge

3.4 Exclusivity of Contract

The successful Bidder will be considered as the “Preferred Supplier” and will not have exclusive rights to the decisions made by the Electoral Commission. It remains the right of the Electoral Commission to lease additional premises from alternative suppliers as and when deemed necessary for the continuity of effective operation.

3.5 Lien

The service provider will accept an agreement whereby it shall waive any lien, hypothec or other right of retention or security that it may have over any materials or equipment to be kept at the local office.

The Electoral Commission is and, therefore, shall remain the owners of all goods located at the local office and as such; the Electoral Commission shall be entitled to enforce any rights that it may have in law, arising out of its ownership of the goods.

3.6 Security and Integrity Requirements

Bidder(s) may be subjected to security vetting requirements at the discretion of the Electoral Commission, prior to award of this bid.

3.7 Confidentiality and Security During the Contract

No information or private knowledge gained by the service provider or its agents during the course of the contract may be divulged to outside parties.

Any requests received for such information must be directed to the Information Officer of the Electoral Commission.

No materials or equipment belonging to the Electoral Commission may be removed from the local office by the service provider or its agents during the course of the contract.

3.8 Conclusion of Lease Agreement

The award of this bid will be subject to the successful conclusion of lease agreement between the Electoral Commission and the approved service provider.

- The lease agreement shall formalise lease requirements and contractual obligations.
- The lease agreement shall conform to the terms, conditions and specifications of this bid.

3.9 Proposed Lease Agreement

For purposes of fair and standardised property administration the Electoral Commission proposes that the bidders consider the Electoral Commission’s generic local office lease agreement as provided on the Electoral Commission’s eProcurement website.

If the generic lease agreement is considered unsuitable bidders are requested to submit a proposed lease agreement – if available.

4. DETAILED SPECIFICATIONS:

The Electoral Commission requires a local office in the municipal area of Rustenburg that can meet its operational requirements. Those requirements are stipulated in the “Detailed Specification Table” shown below. Please note that office facilities smaller and/or bigger than 199m² may not be operationally suitable for the purposes of this bid.

Bidders are required to reply to each requirement by marking a “YES” or “NO”. Additional information regarding these specific requirements should be provided in the written proposal(s).

4.1 Detailed Specification Table – RUSTENBURG LOCAL OFFICE ACCOMMODATION

ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS	
1	Location	Located in Municipality area of Rustenburg. <i>[Exact address must be provided in the written submission]</i>	YES	NO
2	Condition of building	Existing building which is in good condition and ready for occupation. <i>[Dilapidated buildings will not be accepted]</i>	YES	NO
3	Size	The Gross Lettable (Rentable) Area (GLA) should be 199m ² with a permissible variance of 10% larger (219m ²) or smaller (179m ²). Larger and/or smaller spaces WILL not be suitable for the purposes of this bid. <i>[Exact size to be provided in written submission]</i>	YES	NO
		If not, state the size of the office space on offer.	_____ m ²	
4	Accessibility	The proposed office facility is easily accessible from public transport and main roads. <i>[Main access roads must be stated in the written submission]</i>	YES	NO
		The proposed office accommodation is accessible for persons with disabilities.	YES	NO
5	Office Space (Size of space on offer should be stated in the written proposal)	The proposed office has six (6) separate lockable offices of 12m ² - single occupant per office. <i>[Permissible variance of 10% larger or smaller]</i>	YES	NO
		One (1) lockable office of 24m ² - multiple occupants. <i>[Permissible variance of 10% larger or smaller]</i>	YES	NO
		One (1) boardroom of 30m ² . <i>[Permissible variance of 10% larger or smaller]</i>	YES	NO
		A lockable equipment room 12m ² (for servers, fax machines, photocopiers, etc.). <i>[Permissible variance of 10% larger or smaller]</i>	YES	NO
		A lockable Storage Area of 15m ² accessible by lift or on the ground floor. <i>[Permissible variance of 10% larger or smaller]</i>	YES	NO
		Ablution facilities not adjacent to the kitchen area – <ul style="list-style-type: none"> • two (2) separate male; and • two (2) separate female 	YES	NO
6	Internal Finishes	Is the office space tiled, wooden laminated or carpeted?	YES	NO
7	Kitchen	The office accommodation is equipped with a separate kitchen and has built-in cupboards for the storage of kitchen utensils.	YES	NO
		The office accommodation is equipped with a separate kitchen and has adequate space for a fridge and microwave.	YES	NO
		The office accommodation is equipped with a separate kitchen and has a sink with cold and hot water taps.	YES	NO

ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS	
		The kitchen area should not be adjacent to the ablution facilities (section 5 above.)	YES	NO
8	Air Conditioning	There is/will be adequate air conditioning for work station areas.	YES	NO
		Will the air conditioning units be available within three (3) months from award of this bid?	YES	NO
9	Telecommunications, Fax and Data Lines	Telecommunication infrastructure is/will be available to make possible the installation of telephone, fax and data lines.	YES	NO
		Will the telecommunication infrastructure be available within three (3) months from award of this bid?	YES	NO
10	Lighting and Stable Power	Lighting will be adequate and conducive to a good working environment.	YES	NO
		The office space will have stable power for the utilisation of electronic equipment (e.g. computers, photocopiers, other electronic goods and appliances).	YES	NO
11	Safety and Security	The proposed office is/will be fitted with sufficient fire protection systems that comply with the Occupational Health and Safety Act.	YES	NO
		There is/ will be burglar bars on the windows and entrance and/or exit doors.	YES	NO
		There is/will be a burglar alarm system linked to armed response.	YES	NO
		Will the safety and security requirements be met within three (3) months from award of this bid?	YES	NO
12	Parking	There are no less than eight (8) safe parking spaces dedicated for use by office personnel and visitors.	YES	NO
13	Availability	Will these premises be available for occupation within one (1) month from award of this bid?	YES	NO
14	Liability and Property Insurance	Is the office space offered covered for both liability and property insurance paid by the bidder and did the bidder provide proof thereof as part of the submission?	YES	NO
15	Maintenance Costs	Confirmation that liability for maintenance in terms of the office space offered lies with the bidder.	YES	NO
16	Building Type	Commercial (<i>not industrial</i>)	YES	NO
		Residential	YES	NO
		If in a residential zone, does the property have business rights? Submit proof of business rights in residential zone.	YES	NO

PRICING SCHEDULE

Note: Failure to comprehensively complete the pricing schedules below will invalidate your bid. Do not substitute the pricing schedule. Additional cost calculations may be submitted in support of the compulsory pricing schedule below.

5. RENTAL AND COSTS

Bidders are required to submit details of the rental to be charged for the first twelve (12) months of the contract period, indicate the annual escalation factor over a period of two (2) years, as well as any other incidental costs and/or external factors that may impact on the rental and/or incidental costs. All prices must be VAT inclusive.

5.1 Rental Schedule

ITEM	OFFERED	RATE PER UNIT Including VAT	TOTAL MONTHLY COST Including VAT
Gross lettable (rentable) area (GLA) of 199m ² with a permissible variance of 10% larger (219m ²) or smaller (179m ²)m ²	R.....	R
Parking Under CoverBay(s)	R.....	R
Parking for VisitorsBay(s)	R.....	R
TOTAL MONTHLY RENTAL INCLUDING VAT			R
Incidental Monthly Costs:			
* Cleaning Services (Labour Only) [twice per week – not exceeding eight (8) times a month] (* See Note below)		R.....	R
* Alarm Monitoring / Armed Response [Section 4.1 - Item 11 of Detailed Specification Table] (* See Note below)		R.....	R
Security Services on a Proportionate Basis (The cost for security services for shared security when the offered offices form part of a business park.)		R.....	R
* Garden Services [if applicable to offered property] (* See Note below)		R.....	R
TOTAL MONTHLY INCIDENTAL COSTS INCLUDING VAT			R

* The Electoral Commission has the sole discretion to either accept or decline the incidental services as stipulated above.

Other costs: (Excluding Municipal Rates and Other Cost such as Refuse Removal in 5.2)			
a.		R.....	R
b.		R.....	R
c.		R.....	R
TOTAL MONTHLY OTHER COSTS Inclusive of VAT			R
TOTAL MONTHLY RENTAL, INCIDENTAL AND OTHER COSTS INCLUDING VAT			R

5.2 Expected Municipal Services (e.g. water and electricity consumption costs, sewerage, refuse removal)

SERVICES DESCRIPTION	EXPECTED MONTHLY COSTS INCLUDING VAT
a.	R
b.	R
c.	R
d.	R
TOTAL (Do not include "Incidental Monthly Costs" amount provided in schedule 5.1 – "Rental Schedule" above.)	R

Note: *Insurance costs as well as property rates and taxes are for the bidder's account and should NOT be included in the above costs.*

5.3 Availability of Facility Offered

Facility offered will be available for a period of two (2) years:

(Please mark "Yes" or "No" as applicable)

YES	NO
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5.4 Liability and property insurance

Facility offered covered for both liability and property insurance payable by the bidder - proof thereof provided.

(Please mark "Yes" or "No" as applicable)

YES	NO
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5.5 Escalation Factor

Escalation factor over the contract period being two (2) years:

..... % per year

6. CHECKLIST

The following checklist is provided for the convenience of the bidder. It remains the responsibility of the bidder to read the bid document thoroughly and to respond correctly to all instructions and requests therein.

BID RESPONSES MUST INCLUDE THE FOLLOWING (REFER ALSO TO SECTION 2 AND SECTION 3.9 OF THE SPECIFICATIONS):

- **COMPREHENSIVE COMPANY PROFILE AS REQUIRED IN SECTION 2.1**
- **DETAILS OF CONSORTIUMS / PARTNERS AS REQUIRED IN SECTION 2.6**
- **PROPOSED LEASE AGREEMENT AS REQUIRED IN SECTION 3.9 – IF AVAILABLE**
- **COMPLETE AND RETURN DETAILED SPECIFICATION TABLE (Item 4.1)**
- **WRITTEN SUBMISSION IN WHICH THE FOLLOWING ASPECTS ARE TO BE ADDRESSED:**
 - Describe office space location and exact address (*in the area of Rustenburg municipality*) - Geographic co-ordinates are requested, but not compulsory.
 - Details of when office accommodation will be available (*within three months preference of the closing date of this bid?*).
 - List of facilities in office accommodation – which should include number of offices, boardroom, storage space, office facilities (*how many of each type, what size & how many plug points available*).
 - Details of kitchen and comfort areas (*Is there a sink with hot & cold water; space for a fridge and/or microwave oven*).
 - Details of toilets and ablution facilities (*Are separate facilities available for males & females*).
 - Details of security arrangements for inside and surrounding areas (*burglar proofing on windows and entrance/exit doors, alarm system, guarded office complex, etc.*).
 - Provide floor plan of building indicating area offered.
 - Provide photographs, if available (not compulsory).
 - Details of staff and visitor parking facilities (*how many and are they under cover?*).
 - Details of building access and facilities for persons with disabilities.
- **COMPLETED RENTAL SCHEDULE (Item 5.1)**
- **MUNICIPAL RATES AND TAXES AND OTHER COSTS. (Item 5.2)**
- **AVAILABILITY OF FACILITY OFFERED – Marked (Item 5.3)**
- **AVAILABILITY OF LIABILITY AND PROPERTY INSURANCE ON FACILITY OFFERED – Marked (Item 5.4)**
- **COMPLETED DETAILS OF ESCALATION FACTOR (Item 5.5)**

7. BID EVALUATION

Submissions will be evaluated against the specified bid evaluation criteria.

Only submissions that meet the functional and operational needs of the Electoral Commission will be considered.

PROVISION OF OFFICE ACCOMMODATION - RUSTENBURG LOCAL OFFICE IEC/RFQ-NW373-02/2022

BIDDER NAME:

Bid #:

Stage 1 - Bidder's Disclosure Evaluation/Assessment [SBD4]

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, was extended to all entities which were invited to participate in the bid process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person -
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in -

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4 and restricted suppliers and tender defaulters:

Assessment Criteria	YES	NO	Comments
RFQ response received by closing date and time?			
Bidder is registered on the National Treasury Central Supplier Database (CSD).			
Bidder is tax compliant.**			
The bidder is not an employee of the state.			
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.			
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.			
The bidder is not a tender defaulter as per the register published on the National Treasury website.			
The bidder is not a restricted supplier as per the register published on the National Treasury website.			

Stage 2 - Functionality Evaluation/Assessment

1	Administrative Disqualification Criteria (<i>Shall lead to disqualification if not met</i>)	YES	NO	Comments
1.1	Company profile explaining company's business activities and <u>track record</u> in leasing and/or property development of main Bidder: Suitability [Section 2.1] <i>Property/Development Market Experience – less than eight (8) years is considered unacceptable.</i>			
1.2	Written proposal submitted [Section 2.2]			
1.3	Pricing Schedule - Rental and Costs tables which includes liability and property insurance completed [Sections 5.1, 5.2, 5.3, 5.4 & 5.5]			
1.4	Lease - Period of two (2) years [Section 3.2 and 5.3]			

2	Technical and Facilities Disqualification Criteria (<i>Shall lead to disqualification if not met</i>)	YES	NO	Comments
2.1	Location – Municipal Area of Rustenburg [Section 1 & 4.1 item 1]			
2.2	Size – Gross lettable (rentable) area (GLA) of 199m ² with a permissible variance of 10% larger (219m ²) or smaller (179m ²) [Section 4.1 item 3]			
2.3	Accessibility - Accessible from public transport and other main roads [Section 4.1 item 4]			
2.4	Accessibility - Building accessible to persons with disabilities [Section 4.1 item 4]			
2.5	Six (6) lockable offices or the ability to be configured as such - single occupant per office [Section 4.1 item 5]			
2.6	One (1) open plan office of 24m ² or sufficient space to accommodate open plan offices - multiple occupants [Section 4.1 item 5]			
2.7	One (1) boardroom of 30m ² - Enough space to accommodate boardroom [Section 4.1 item 5]			
2.8	Lockable Equipment Room of 12m ² [Section 4.1 item 5]			
2.9	Lockable Storage Area of 15m ² accessible by lift or on the ground floor. [Section 4.1 item 5]			
2.10	Ablution Facilities [Section 4.1 item 5]			
2.11	Kitchen facility [Section 4.1 item 7]			
2.12	Air conditioning [Section 4.1 item 8]			
2.13	Telecommunication [Section 4.1 item 9]			
2.14	Lighting and stable power supply [Section 4.1 item 10]			
2.15	Safety and Security [Section 4.1 item 11]			
2.16	Parking [Section 4.1 item 12]			
2.17	The facility offered will be available within the period stated in section 4.1 - Item 13 [Section 4.1 (Item 2 and 13)]			
2.18	Liability and Property Insurance payable by the bidder [Section 4.1 item 14]			
2.19	Bidder confirmed liability for maintenance costs [Section 4.1 item 15]			
2.20	Building Type (Commercial - not industrial) [Section 4.1 item 16]			

STAGE 3 - Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 - Adjudication of Bids

Only bids that comply with the requirements and conditions of the specifications and meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Only market related bids will be acceptable.

Adjudication of qualifying bids will be done in accordance with the 199/20 preference point system provided for in the Preferential Procurement Regulations, 2017.

The number of preference points will be allocated dependent on the B-BBEE status level of contributor as stated in the table below which is contained in the Preferential Procurement Regulations, 2017.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidder Qualify for Further Evaluation	Yes	No

Bid Evaluation Committee Proposal:

Bid Evaluation Committee		Date:
BEC Member	Department/Office	Signature