

THE APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF OFFICE SPACE FOR THE NDA'S PROVINCIAL OFFICES OVER A PERIOD OF 36 MONTHS

IN THE FOLLOWING AREAS: EASTERN CAPE (EAST LONDON), WESTERN CAPE (CAPE TOWN), NORTHERN CAPE (KIMBERLEY), NORTH WEST (MAHIKENG), MPUMALANGA (MBOMBELA), LIMPOPO (POLOKWANE) AND KWAZULU-NATAL (DURBAN)

**03 June 2021
Microsoft Teams
Time: 10h00**

Attendees: Ms Nthabiseng Kraai – BSC Member
 Ms Nomakhaya Nelani – BSC Member
 Mr Muzi Matsenjwa – BSC Member
 Ms Thembi Raulinga – BSC Member
 Ms Elizabeth Mngqabashe – SCM officer/Secretariat
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	Welcome and Apologies Mr Muzi Matsenjwa opened the meeting and welcomed everybody connected.	All	
2.	DISCUSSIONS		
2.1	<p>Ms Nomakhaya Nelani went through the Terms of Reference (ToR's) and highlighted the following:</p> <ul style="list-style-type: none"> ▪ Closing date and time for tender submission is 17 June 2021 @ 12:00. ▪ A two envelope system will be used. ▪ Evaluation criteria. ▪ Mandatory documents in Section 14 of the TORs. ▪ Under mandatory documents, Ms. Nelani emphasized the importance of submitting the letter of authority/resolution, authorising the person who will be signing bid documents and contracts on behalf of the company. Most suppliers get a disqualification at Supply Chain Management compliance check and do not even proceed to the next stage because of this letter. 	All	
3.	CLOSURE		
	Meeting was adjourned at 11:40AM		

QUESTIONS & ANSWERS

Questions from Service Providers	Responses from NDA
1. Does NDA only require a CIPC or can a trustee suffice?	Trust documents can be submitted.
2. Is the 200m ² required by NDA the minimum space required? If so what is the maximum?	The NDA Board took a decision to reduce the square metres because of costs. The NDA requires an administrative hub the 200m ² is sufficient for that. The NDA can consider a bigger space as long as it is cost effective.
3. The 200m ² is it useable space or GLA?	It is useable
4. The KZN square metres is 250m ² . Is it a typing error or is it different from the others?	Only KZN is 250m ² because of the disaster recover site which is housed there.
5. Where in East London must the office accommodation be?	CBD or as close as possible. We need our clients (Civil Society Organisations) and staff to access it easily the office through public transport.
6. If the tenant installation is more than the allowance, will it be re-imbursed?	The tenant installation allowance is a provision for any structural changes the NDA wishes to make. It can be used or it cannot be used. If used, then the landlord pays for it because it would have been built in the rentals. If not used, it will be re-imbursed to the NDA. We need you to pay for any installation up to R450X200m ² which is R90 000, should it be necessary. That cost must be built into your pricing model.
7. What does NDA mean by suppliers providing the plan? Is it a layout or building plan?	We need you to provide us with the current floor plan of the office you want to lease to the NDA.
8. On page 4 of the TORs, 3.1 (h) have generator backup which can run up to 8 hours. Is it needed for common areas or the offices that will be leased? How many people do you employ?	It is needed for the offices that will be leased so that we can be able to work, (e.g. for plugs, lights, etc)
9. How many staff members does the provincial offices have?	About 15 per provincial office.
10. If there is currently no generator but a commitment to install is made, will that be accepted?	A signed written confirmation will be accepted stipulating time frames.
11. As per tender documents, you mentioned that invoices will be paid 30 days from approval. How long does the approval take? Invoices should be paid upfront and not in arrears. In other words, if our invoices are issued on the 20 th of the month for the month of June 2021, then the invoice must be paid by the 1 st of June 2021.	We pay rental in advance. We will pay for July by the 07 th of July 2021. It means we need to receive the invoice by the 20 th of June 2021.
12. Must the SBD forms be included in the technical envelope as well or only in the pricing/commercial envelope?	All commercial documents; quotation, mandatory documents (including SBD forms) must be in the commercial envelope. All other returnable must be in the technical envelope.
13. If bidding for more than one province, do I have to submit separate bid documents for each?	Yes, if you have multiple properties and wish to submit for those provinces, separate bid documents must be submitted.
14. Who will be responsible for the following costs: - i. Security ii. Rates and taxes iii. Water and electricity iv. Gardening at proposed office accommodation	Costs will be as follows: - i. Landlord – it must be factored in the pricing. ii. Landlord iii. Landlord – NDA will re-imbure on actual costs, meaning whilst rent is paid in advance, water and

v. Refuse vi. Fire vii. Sewerage	electricity will be paid post usage. iv. Landlord v. Landlord vi. Landlord vii. Landlord
15. Why is NDA not accepting provincial submission of tenders?	We do not have any Supply Chain Management (SCM) units in provinces. SCM is centralized at Head Office and SCM must receive tender documents for fairness in terms of the closing time.
16. Do you require copies of the completed tender documents?	No. Only the original documents are needed.
17. What do you mean by as soon as possible in terms of occupation for Cape Town and Kimberley?	We currently do not have offices in the two towns. As soon as the tender is finalised, NDA will want to immediately occupy the premises.
18. Premises must be on the ground floor with a wheel chair ramp and rail? Will it be required immediately or can suppliers make commitments?	A signed written confirmation for wheel chair ramp and rail will be accepted with timeframes.
19. For the Northwest province, do you specifically want Mahikeng or will you consider Klerksdorp?	We want an office in Mahikeng specifically.
20. Does NDA require UPS with the generator?	UPS will be covered by NDA. We want a generator that will cover lights and plugs so that we can be able to work even if there is no electricity.
21. When will the site inspection take place? And when will the evaluation and adjudication be concluded?	Site inspection should take place early July for Western Cape and Northern Cape. The rest will be done within the 150 days validity period in order of the current lease expiry dates.
22. You advise that the certificate of occupancy must accompany the bid document, but the certificate of occupancy can only be issued after the tenant installation is done and the fire chief has inspected the leased premises. Kindly advise on how this will affect the outcome of the tender and the scoring? It is impossible to issue an occupation certificate until the premises have been inspected by the fire chief. We however can confirm that the occupation certificate will be available at handover of the building and before commencement of the lease. What do you require from us to enable to comply with this?	The following is mandatory and must be submitted with your bid: - evidence of compliance to the National Building Regulation and Occupation Health & Safety act. The certificate of occupancy is not mandatory. NB: Failure to submit evidence of compliance to the National Building Regulation and Occupation Health and Safety Act will result in immediate disqualification of the bid just like all the other mandatory documents.
23. If there is a shortfall on the tenant installation, who is going to take it? Or will NDA pay any overruns on the allowed tenant installation amount?	NDA will take the shortfall on the tenant installation if there is any.
24. The NDA office in Mahikeng has two adjacent blocks and they are already partitioned, the kitchen is done in separate space, how are we going to handle the tenant installation allowance?	The NDA require a reduced useable floor area of 200m ² . The two adjacent blocks in Mahikeng may not be applicable. Tenant installation allowance will remain fixed at R450 x 200m ² = R90 000.

NB: Additional Comments: Bidders were requested to ensure that their hard copy documents are properly bound and not stapled in ensuring that no pages are missing.

Signed by: Ms Nomakhaya Nelani (Chairperson):



Signed by: Mr Muzi Matsenjwa (SCM):


