



TERMS OF REFERENCE

FOR

THE IDENTIFICATION OF OFFICE SPACE FOR NDA TO BE OCCUPIED OVER A PERIOD OF THREE YEARS WITH AN OPTION TO RENEW AT NDA'S SOLE DISCRETION FOR AN ADDITIONAL TWENTY-FOUR MONTHS, AT INTERVALS OF TWELVE MONTHS EACH

**CLOSING DATE: 31 OCTOBER 2017
CLOSING TIME: 14H00
BID REF: NDA20/FIN10/17**

SUBMISSION OF PROPOSALS

All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Offices address is: **26 Wellington Road, Parktown, Johannesburg, 2193**

Service providers can send bid documents using door to door courier services but NO documents can be sent to the NDA postal address or provincial NDA premises.

Submissions must be **strictly** submitted inside the tender box which is at the main entrance and accessible 24/7.

The supplier's envelope/s MUST clearly have the description of the RFQ " **Identification of Office Space** " and indicate the **Province** that you are bidding for.

A TWO-ENVELOPE system will be used for the submission of quotations

Commercial Envelope

This envelope must contain price quotations plus all the mandatory documents as listed in section 6 of this document.

Technical Envelope

This envelope must contain all information about the premises on offer (use section 3.1 as guide for required info)

Contact person: Ms Khanyi Mngomezulu 011 018-5518 / 079 126-9278 between 08h30 to 17h00 on weekdays ONLY. Queries can also be sent in writing to tenders@nda.org.za (on the website go to Supply Chain Management, click tenders then you will have a view of all available tenders.

BRIEFING SESSIONS HAVE BEEN SCHEDULED AS FOLLOWS		
BLOEMFONTEIN	Venue:	3 rd Floor, Allied House, Cnr Charlotte Maxeke & Westburger
	Date:	11 October 2017
	Time:	11H00 – 12H00
UPINGTON	Venue:	SASSA Office, Old Orange Hotel Building, 27 Scott Street, Upington
	Date:	12 October 2017
	Time:	10h00 – 11h00
CAPE TOWN	Venue:	2 ND Floor, The Chambers Building, 50 Keerom Street, Cape Town
	Date:	13 October 2017
	Time:	11h00 – 12h00
KIMBERLEY	Venue:	13 Dalham Road, Kimberley
	Date:	16 October 2017
	Time:	10h00 – 11h00
MAFIKENG	Venue:	Old Mutual Building, 127 Providence Mmabatho
	Date:	17 October 2017
	Time:	10h00 – 11H00
NELSPRUIT	Venue:	Ground Floor, 16 Branders Street, Nelspruit
	Date:	
	Time:	

NB: The details for the Trompsburg office space will be discussed at the Bloemfontein briefing session. The same will apply for Lichtenburg. We shall discuss the details for that office space at the Mafikeng briefing session.

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1. OVERVIEW OF NDA

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

1.1 Our mandate

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organisations (CSOs) to:

- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

1.2 Our mission

Facilitate sustainable development by strengthening civil society organisations involved in poverty eradication through enhanced grant funding and research.

1.3 Our vision

A society free from poverty.

1.4 Our values

Integrity

Dignity

Empowerment

Accountability & Responsibility

Transparency

Excellence

Partnering.

2. PURPOSE & OBJECTIVE OF THE REQUEST FOR PROPOSAL (RFP)

NDA seeks to identify letting agents and property owners that can assist NDA in identifying premises that can best suit its needs. NDA seeks premises in the following areas:

Province	Area	Office Size	Occupation Date
North West	Mahikeng	450	February 2018
North West	Litchtenburg	300	February 2018
Northern Cape	Kimberly	450	February 2018
Northern Cape	Upington	300	February 2018
Free State	Bloemfontein	450	April 2018
Free State	Trompsburg	300	February 2018
Mpumalanga	Nelspruit	450	April 2018

This RFP therefore invites letting agents and property owners from the above areas to submit proposals to the NDA for the areas/provinces that they have suitable and available premises in.

The premises should be an office block or a house that can be converted into office space.

3. SCOPE OF WORK/DELIVERABLES

The letting agent/ property owner is required to identify premises for the NDA that meet the requirements detailed below:

The premises should be:

- 450 sqm in size
- centrally located
- in close proximity to public transport,
- accessible / friendly to people with disabilities (the premises must have a lift or be on the ground floor)
- approximately 450sqm.
- able to house between 11 to 14 people

- 10 Parking Bays (Incl. visitors parking and 2 x designated parking bays for people with disabilities)
- Ablution facilities for men, women and for people with disabilities.
- Premises should allow for partitioning in accordance to NDA's office needs

4. REQUIREMENTS FOR THE PREMISES

The premises should:

- a) be secure (security system or physical security, similar)
- b) have generator back-up, which can run for at least over 8 hours in case of power failure. (if landlord does not currently have a generator, one must be made available at the signing of lease and such must be indicated on the offer/bid document)
- c) Be accessible/friendly to people with disabilities (ramps, elevators or be on the ground floor) or be willing to modify the property to be accessible to people with disabilities.
- d) have reliable aircon facility, regularly maintained by the landlord.
 - In cases of private homes being converted into office space, it should be indicated so and the landlord must state how much they will contribute towards the installation of new aircons, if at all any contribution will be made.
- e) have reliable and well maintained elevators (where the premises are not on the ground floor).
- f) allow visible branding
- g) be flexible on interior finishes
- h) allow IT infrastructure e.g. installation of fiber, satellite dish etc. *Participating Landlords must clearly state in their bids that they will not impose any restrictions to the NDA for the installation of fiber, satellite dishes or any IT infrastructure.*
- i) provide Telecommunications services / technology available at the building.
- j) have property insurance /insurance Certificates
- k) provide proof of compliance to National Building Regulation and Occupation Health & Safety Act (attach a copy to your bid documents)
- l) provide a copy of business rights allowing use of premises as office space/for business.
- m) have an electrical compliance certificate.
- n) Be agreeable to the attached NDA lease agreement.

3.2 Process to be followed for property selection

Upon receiving proposals from letting agents and property owners, the following process will be followed:

Phase 1

- ✓ NDA's Bid Evaluation Committee (BEC) will convene and evaluate all proposals received.
- ✓ The shortlisted properties will be visited for physical inspection by NDA.
- ✓ This team will be verifying all information submitted by service providers.

Phase 2

- ✓ When the site inspections are completed, the BEC will write final recommendations to NDA's Bid Adjudication Committee (BAC) for final approval.
- ✓ Legal & Risk will be notified of all successful bidders for the purposes of contracting.

5. TECHNICAL /FUNCTIONAL EVALUATION

CRITERIA	WEIGHT
Capacity of the premises <ul style="list-style-type: none">• Premises must not be less than 400m² for Provincial offices• Premises must not be less than 250 for District offices (District and Provincial office will be scored separately)	30
Location <ul style="list-style-type: none">• Preferably in the CBD (in close proximity to public transportation)	10
Premises <ul style="list-style-type: none">• Premises to comply with requirements listed in Section 4 of this document	30
Site Inspection <ul style="list-style-type: none">• During the physical visits, NDA will be verifying the requirements set out in Section 3 of this document.	30
Total	100

Note: Bidders who score less than 70% on technical evaluation will not be evaluated further.

4.1 Clarification of scoring system for Technical Evaluation

Capacity of the Premises (Total mark = 30)

- Premises that are less than 400m² (for Provincial offices) will be disqualified from the bidding process.
- Premises that are less than 250m² (for Provincial offices) will be disqualified from the bidding process
- Premises with properties that are above the required sizes will be evaluated however, NDA will only rent space that is deemed necessary for NDA needs. No extra marks will be earned to additional space.

Location (Total mark = 10)

- Premises must be in the CBD or accessible (walking distance) from public transport to qualify for the full mark of 10.
- Premises that are not in the CBD and not in close proximity to public transportation will score a 0.

Premises (Total mark = 30)

The requirements listed in Section 4 of this documents will score one (1) point each starting from (b). However, (h) will score a total of 9 points and (n) will score a total of 10 points.

Site Inspection (Total mark = 30)

- The NDA team will visit all shortlisted premises for physical verification. Appointments will be scheduled with all shortlisted landlords.
- During the physical visits, NDA will be verifying the requirements set out in Section 3 of this document.

6. COMMERCIAL EVALUATION

6.1 Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2011. For the purpose of this bid, the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000) will be used. The lowest acceptable bid will score 80 (whichever will be

applicable) points for price and maximum of 20 points (whichever will be applicable) will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution.

6.2 The bid proposals received will be evaluated in two (2) phases. On the first phase bids will be evaluated on functionality and on the second phase in accordance with the 90/10 preference points system respectively.

6.3 Bid proposal must score a minimum of seventy (70) points or more out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Second phase, a bid proposal scoring less than 70 out of 100 will not be considered for further evaluation and will be disqualified.

6.4 Phase two: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis) and 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6.5 In order to claim the B-BBEE Status Level of Contributor, bidders must submit Sworn Affidavits or original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA) together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from the Accounting Premises who is appointed in terms of Close Corporation Act.

- 6.6 Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- 6.7 Bidders are requested to complete the preference claim form in order to claim preference points.
- 6.8 The highest ranked bidder will be awarded the bid. It should be noted also that the NDA reserves the right not to appoint any service provider.
- 6.9 Bidders participating as joint ventures must submit BEE certificates reflecting the BEE rating of the joint venture. Individual BEE certificate for JVs will score a zero (0) for the BEE portion of the evaluation.
- 6.10 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 6.11 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contra

7. MANDATORY COMMERCIAL DOCUMENTS

- 7.1 Price offer
- 7.2 Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS)
--- Where consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate valid original Tax Clearance Certificate.
- 7.3 A letter/resolution authorising the person signing the bid documents and contracts.
- 7.4 A copy of CSD registration confirmation.
- 7.5 Company registration documents (CIPC).
- 7.6 Certified Sworn Affidavits or BEE verification certificate (Issued by an approved verification agency).

- 7.7 Completed and signed SBD documents.
- 7.8 ID copies of landlords/property owners.
- 7.9 A copy of the electrical certificate of compliance for the proposed premises.
- 7.10 A copy of licence/permission to use the premises for business purposes.
- 7.11 Confirmation of acceptance of NDA's lease agreement.

Failure to submit the above requirements with the bid document may lead to the disqualification. There will be no disqualification for none submission of a BEE certificate/sworn affidavit but service providers who do not submit will be scored a zero.

8. OTHER CONDITIONS

- 8.1 The Agency reserves the right not to accept the lowest quotation during quotation process.
- 8.2 The Agency reserves the right to return late quotation submissions unopened.
- 8.3 The Agency reserves the right to cancel or not to award the quotation to any supplier and participating service providers will not be reimbursed for expenses incurred while participating.

9. CONTRACTING

- 9.1 Upon the finalization of the property selection process. NDA's legal department shall sign the lease agreement herein referred to as Annexure "A".
- 9.2 All discussions and negotiations regarding the contents of the lease agreement shall be done with NDA's legal department through the SCM premises.

10. DISCLAIMER

- 10.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters), the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the NDA an opportunity to consider what corrective action is necessary (if any).

10.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

10.3 No representations made by or on behalf of NDA in relation to this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

11. ADDITIONS AND AMENDMENTS TO THE RFP

11.1 The NDA reserves the right to change any information in, or to issue any addendum to this bid before the closing date and time. The NDA and its premises, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

11.2 If the NDA exercises its right to change information in terms of clause 10.1 all amendments will be posted on the NDA website and participating bidders will have the responsibility to regularly monitor the NDA website to ensure access to such changes.

11.3 The NDA will immediately disqualify a bidder from the bidding process if the bidder fails to notify the NDA of the conflict as required.