

**TERMS OF REFERENCE
FOR
THE IDENTIFICATION OF PREMISES FOR OFFICE SPACE
FOR THE NDA TO BE OCCUPIED OVER A PERIOD OF FIVE YEARS**

IN THE FOLLOWING AREAS: NORTHERN CAPE (KIMBERLEY, UPINGTON & POSTMANSBURG), NORTH WEST (TAUNG & LITCHTENBURG), FREE STATE (TROMPSBURG & QWA-QWA), WESTERN CAPE (CAPE TOWN) AND GAUTENG (JOHANNESBURG, CBD)

BID REF: NDA39/FIN03/19

CLOSING DATE CLOSING TIME	01 NOVEMBER 2019 14H00
SUBMISSION OF DOCUMENTS	All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is: 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box, which is at the main entrance and accessible 24/7. <i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i>
SUPPLIER ENVELOPES	The supplier's envelope/s MUST clearly have the description of the RFQ "Identification of Premises for Offices Space for North West, Northern Cape, Free State, Western Cape & Gauteng" 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 7 of this document. Technical Envelope This envelope must contain all info listed in section 3.1 of this document.
LATE BIDS	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

Contact person for queries is: Ms Khanyi Mngomezulu on 011 018-5518 / 0791269278 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to tenders@nda.org.za .

Closing date for the submission of queries: 21 October 2019 @ 13h00

Briefing Sessions have been scheduled as follows:

NORTH WEST (TAUNG AND / OR LITCHTENBURG)	
DATE:	7 October 2019
VENUE:	4049 Jules Street, Mafikeng
TIME:	09H00 TO 10H-00
NORTHERN CAPE (KIMBERLEY, UPINGTON AND POSTMANSBURG)	
DATE:	8 October 2019
VENUE 1 & TIME	Kimberley: 13 Dalham Road, Kimberley (<i>for Provincial office space</i>) 10h00 to 11h00
VENUE 2 & TIME	Upington: Cnr Scott & Upington 26 Street, Old Sanlam building, 3 rd Floor (Seda Offices) – (<i>for the 150sqm District office</i>) @ 10h00 to 11h00
DATE:	10 October 2019
VENUE 3 & TIME	Postmansburg: 36 Main Street Department of Social Development Offices (<i>for the satellite office</i>) @ 14h00 to 15h00
DATE:	8 October 2019
FREE STATE (TROMPSBURG OR QWA-QWA)	
DATE:	14 October 2019
VENUE 1 & TIME:	Trompsburg: 20 Louw Street, Trompsburg (XDM Municipal building) @ 09h00 to 10h00
VENUE 2 & TIME:	Qwa-Qwa: Motloug & Setai Street FDC Building, Phuthaditjhaba @ 12h00 to 13h00
DATE:	15 October 2019
WESTERN CAPE	
DATE:	17 October 2019
VENUE & TIME	50 Keerom Street, The Chambers Building, Cape Town @ 11h00 to 12h00
GAUTENG	
DATE:	18 October 2019
VENUE & TIME	26 Wellington Road, Parktown, Johannesburg @ 11h1200

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 BIDS

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

2.1 Table

Province	Municipality	Office Size	Parking Bays	Occupation Date
North West	Taung or Lichtenburg	250	10	ASAP
Northern Cape	Sol Plaatje (Kimberley)	350	10	December 2019
	ZF Mgcau (Postmansburg)	50	5	December 2019
	Upington	150	2	December 2019
Free State	Trompsburg or Qwa-Qwa	250	10	December 2019
Gauteng	City of Johannesburg	350	10	February 2020
Western Cape	City of Cape Town	350	10	February 2020

This bid therefore invites letting agents and property owners to submit bids to the NDA.

3. SCOPE OF WORK/DELIVERABLES

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

3.1 The premises should be:

- a) The square metres for all offices should be as per the table in section 2 of this document.
- b) Centrally located, in close proximity to public transport (5km radius from the office space).
- c) accessible / friendly to people with disabilities (the premises must have a lift or be on the ground floor with a ramp and rail)
- d) Parking Bays as per the table in section 2 of this document.
- e) Ablution facilities for men, women and for people with disabilities (*A separate ablution facility for people with disability*)
- f) Premises should allow for partitioning in accordance to NDA's office needs.
- g) be secure (security system or 24/7 physical security guard).
- h) have generator back-up, which can run for at least over 8 hours in case of power failure.

- i) Telecommunications services or any other technology available at the building for network connectivity (e.g. fibre, wireless, etc)
- j) submit photos of the interior and exterior of the building (printed or soft copy) plus a copy of the plan. -- (5)

3.2 Other Technical Requirements

- a) The tenant installation (TI) amount should be clearly indicated on the bid document. (This is only applicable to the **Provincial offices**)
- b) Proposed properties must not be a warehouse, i.e. Warehouses will be disqualified.
- c) A copy of Property insurance /insurance Certificates must be attached with the submission.

4. PROPERTY SELECTION PROCESS

Process to be followed for property selection will be as follows:

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's BEC team.
- ✓ This team will be verifying all information submitted by service providers with regards to the proposed properties.

Phase 2

- ✓ The BEC will write final recommendations to NDA's Bid Adjudication Committee (BAC) for final adjudication and further recommendation for approval by the relevant authority.

5. TECHNICAL /FUNCTIONAL EVALUATION

CRITERIA	WEIGHT
CAPACITY OF THE PREMISES <ul style="list-style-type: none"> • North West <ul style="list-style-type: none"> ○ Taung/Lichtenburg premises must not be less than 250sqm • Northern Cape <ul style="list-style-type: none"> ○ Kimberley – premises must not be less than 350sqm 	20

<ul style="list-style-type: none"> ○ Postmansburg – premises must not be less than 150sqm ○ Uptington – premises must not be less than 50sqm ● Free State <ul style="list-style-type: none"> ○ Trompsburg / Qwa-Qwa – premises must not be less than 250sqm ● Western Cape <ul style="list-style-type: none"> ○ Cape Town – premises must not be less than 350sqm ● Gauteng <ul style="list-style-type: none"> ○ Johannesburg CBD -premises must not be less than 350sqm 	
REQUIREMENTS FOR THE PREMISES (SECTION 3)	80
<ul style="list-style-type: none"> ● All requirements listed in section 3 of this document 	
Total	100

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

5.1 Clarification of scoring system for Technical Evaluation

5.1.1 Capacity of the Premises (Total points = 20)

- Premises below the requirements listed in section 2 (**table 2.1**) of this document will be disqualified from the bidding process.
- Premises above the required capacity as per **table 2.1**, will be evaluated however, the NDA will only rent space that is deemed necessary for the NDA needs. No extra points will be earned for additional space.

5.1.2 Requirements for Premises (Total points = 80)

- a) centrally located, in close proximity to public transport (5km radius from the office space). -- (15). **[Note: Full points will be allocated for Radius between 2 and 5km; 10 points for radius between 6 and 7km and zero points for any radius above 7km proximity]**
- b) accessible / friendly to people with disabilities (the premises must have a lift or be on the ground floor with a ramp and rail) -- (10) **[Note: Failure to provide accessibility for people with disabilities will result to a score of zero]**
- c) Shaded or undercover Parking Bays as per the table in section 2 of this document. – (5) **[Note: Failure to provide the required parking bays will result to a score of zero)**

- d) Ablution facilities for men, women and for people with disabilities (A separate ablution facility for people with disability; Zero points will be given if the facility does not have a separate ablution system for people with disability) – (10)
- e) Premises should allow for partitioning in accordance to NDA's office needs. -- (10) -- **(Note: Failure to give consent for partitioning will result to a score of zero)**
- f) be secure (security system or 24/7 physical security guard). – (5) **(Note: Failure to provide one of the required security facilities will result to a score of zero)**
- g) have generator back-up, which can run for at least over 8 hours in case of power failure. -- (10) **(Zero points will be given in the absence of a generator)**
- h) Telecommunications services or any other technology available at the building for network connectivity (e.g. fibre, wireless, etc) -- (10) **(Zero points will be given in the absence of indication of existing technology in the proposed office)**
- i) Submit photos of the interior and exterior of the building (printed or soft copy) plus a copy of the building plan approved by the relevant Municipality -- (5) **(Zero points will be given should the pictures not be provided)**

6. COMMERCIAL EVALUATION

6.1 Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution as per 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

6.2 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 Certificates

or certified copies thereof, issued by accredited Verification Agencies such as SANAS or Registered Auditor approved by the IRBA together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprises must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

- 6.3 Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to 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.
- 6.4 Bidders are requested to complete the preference claim form (SBD 6.1 and 6.2) in order to claim preference points.
- 6.5 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 and no service provider will be reimbursed for any costs incurred whilst participating in this bid.

7. MANDATORY COMMERCIAL DOCUMENTS

- 7.1 Price offer/Price Schedule.
- 7.2 A letter/resolution authorising the person signing the bid documents and contracts.
- 7.3 A copy of CSD registration confirmation or a valid Tax Clearance certificate issued by SARS. - Where consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate valid original Tax Clearance Certificate.
- 7.4 Company registration documents (CIPC).
- 7.5 Completed and signed SBD documents.
- 7.6 A copy of the electrical certificate of compliance for the proposed premises
- 7.7 A copy of municipal issued licence/permission to use the premises for business purposes
- 7.8 Evidence of compliance to National Building Regulation and Occupation Health & Safety Act.
- 7.9 Allow branding inside and outside the building (attach written confirmation)
- 7.10 Participating bidders **MUST** be agreeable to the NDA lease agreement attached to this bid. This must be indicated by signing the proforma lease.

Failure to submit any of the above requirements will lead to immediate disqualification.

Central Supplier Database

The NDA will not appoint any supplier that is not registered as a prospective supplier on the central supplier database as required by the National Treasury in terms of Circular No. 3 of 2015/16 and National Treasury Instruction Note 4 of 2016/17.

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. TENDER VALIDITY

All submitted bids must be valid for a period of 120-days from the date of submission.

11. DISCLAIMER

- 11.1 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).
- 11.2 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.

11.3 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.

12. ADDITIONS AND AMENDMENTS TO THE BID

12.1 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.

12.2 If the NDA exercises its right to change information in terms of clause 12.1 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.

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

13. CONTENT PAGE

Participating bidders are required to submit a detailed content page that clearly state (**cross-reference**) where each technical requirement as per section 3.1 of this document is placed in their bid documents. Any additional information that we might have missed must be clearly referenced in the content page.