



QUESTION AND ANSWERS

SPECIAL INVESTIGATING UNIT (SIU)

RFP:004/03/2021

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF OFFICE ACCOMMODATION- NELSPRUIT FOR A PERIOD OF FIVE (5) YEARS WITH RENEWAL OPTION OF THREE (3) YEARS.

Date : 09 April 2021

Issued by:

Special Investigating Unit ("UNIT")

Closing date : Friday 16 April 2021

Closing time: 11:00am

No	Questions from Bidders	Answers
1.	<p>With reference to page 15 of 72 of the terms of reference published we noted that the areas provided in your space required schedule. The SIU are tendering for a total area of 800m² but have not made provision in breakdown for internal common area (passages) or RU factor (rentable over usable area as laid out in SAPOA), same would differ from building to building. RU factor is the area that would be shared in a multi tenanted building, like passages and lobbies.</p> <p>In our experience common area can be between 15 to 20% of the overall area and RU factor can be anything from 9% to 22%.</p> <p>If someone was only tendering 800m² without preparing a layout you wouldn't know how much of the space you required would not be deliverable.</p> <p>Please kindly advise how you will be dealing with this in the evaluation process?</p>	<p>Please refer to the addendum published on the SIU website under the above mentioned tender www.siu.org.za.</p>
2.	<p>In line with the returnable document checklist on page 6 to 7, kindly clarify whether a landlord can submit a bid in terms of a lease agreement concluded with the property owner.</p>	<p>Yes, however, If the bidder is an agent, a formal Power of Attorney signed by the owner of the property must be submitted; (Refer to page 6 of 72 of the terms of reference, roman figure i).</p>

3.	In accordance with the office accommodation needs for the SIU as indicated on page 17, please clarify whether the following security requirements are mandatory:	Security requirements are the minimum requirements that must be met before proceeding to the next phase (that is captured on the checklist requirement on page 27 of 72 of the Bid Document). However, bidders who failed to demonstrate that they will meet all the minimum requirements, won't proceed to the next stage of evaluation Price and BBBEE. In practice this means that at the stage of submitting the bid all these minimum requirements might not be in place, but then the service provider should commit in writing that all if these would be attended to if their bid is successful, i.e. high security locks, cordoning the SIU space off to ensure compliance to the requirement of an acceptably secure working environment , etc.
	(a) As indicated in Item d on page 16 of 72 of the terms of reference, whether a single tenanted building should allow for a shared entrance.	If the space provided by the bidder is a stand-alone, or if not a stand-alone, a physically demarcated and secured space exclusive to SIU irrespective of other tenants in the same building, single-tenanted building or single tenanted multiple but interconnected office space to ensure an acceptably secure working environment of 800 m2/ that is visible and prominent from major routes. (Refer to page 16 of 72 alphabet d).

	<p>b) As indicated in Items iv and v on page 17 of the terms reference, whether the premises should be secured with a perimeter wall/fence no less than 2 (Two) meters high.</p>	<p>Please note that there was administrative error from our side IV and V should read as one sentence.</p> <p>The sentence should read as follows: "Access to the site offered to the SIU must be secured with a perimeter wall/fence no less than 2 meters high and the space in between the palisade should not be more than 100mm and access controlled with security services. (Applicable if the building is in an office park environment)"</p>
4.	<p>In accordance with the parking requirements as indicated in Item E on page 26 (parking requirements), please clarify whether parking may be off street</p>	<p>The parking off street means it must not be on the street or offsite from the actual office building, but on the premises of the building. Therefore, the parking provided must either be basement under the office building, or if in an office park, be within and next to/close to the building demarcated area and within the precinct.</p>