

NON - COMPUSORY BRIEFING SESSION

RFP:03/06/2022/FD

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF
OFFICE ACCOMMODATION FOR SIU NORTHERN CAPE KIMBERLEY).
(Within Kimberley and/or surrounding areas).**



The State's preferred and trusted anti-corruption forensic investigation and litigation agency

DURATION OF THE CONTRACT

**FIVE (5) YEARS WITH RENEWAL
OPTION OF THREE (3) YEARS.**

CLOSING DATE BID

Closing Date: 15 JULY 2022

Time : 11:H00

Date of Closing for Questions: 08 JULY 2022

Date for publishing answers: 11 JULY 2022

E-mail address: scm@siu.org.za

SCOPE OF WORK/ TERMS OF REFERENCE (TOR)

The office Accommodation

The office accommodation needs for the SIU are summarized as per the below:

- ✓ Provide SIU with office accommodation equating to a minimum of 700 square meters with accessibility for people living with disabilities.
- ✓ Provide SIU with parking: basement, IBR Corrugated iron or shade-net covered, including disabled parking & visitors.
- ✓ Provide 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 700 m².
- ✓ The proposed space should meet the SIU's requirements and standards. If the office space is demarcated and secured exclusive to the SIU, the assigned space should be occupied by the SIU only, i.e. if it's a floor, it should not be split with other occupants but to be a complete floor or floors occupied by SIU only.
- ✓ The proposed building shall be easily accessible to/from and public transport, etc.
- ✓ The proposed building should have a professional look and feel and be in a safe, secure environment that does not present a security risk to the SIU staff members including those who may be working-after hours.
- ✓ Air-conditioning (central where feasible or individual units) to all office, storage spaces, patch rooms and the regular servicing thereof;
- ✓ For the purposes of tenant installation/allowance and/or renovations, the bidders shall submit a proposal showing the building designs and core installations as well as miscellaneous installation items as per SIU requirements.

ICT environment expected by SIU

- The bidder must demonstrate the ability to provide sufficient infrastructure as per applicable requirements below:
 - The Area/Building must have ICT Infrastructure access e.g. Fiber, microwave etc.
- The bidder must supply, fit, install, commission, maintain and regularly service at least **one (1)** specialized high capacity air-conditioning unit of approximately **24 000BTU** to serve the ICT server/data room at the bidder's costs.

Security Requirements expected by SIU

- The premises/bidders must provide the SIU with a single building (demarcated office space exclusive to the SIU) or interconnected office space (if more than one building) that is single tenanted to ensure an acceptably secure working environment.
- The premises/bidder must ensure that the office space offered is not shared with other tenants. (demarcated office space exclusive to the SIU).
- The space leased to the SIU should be clearly demarcated and separated from other tenants and, if practical, the SIU should not have to share a floor. If space is offered in a multi-tenanted single story building, the SIU should, if practical, have its own entrance.
- The SIU parking to be access controlled.
- The bidder must permit the implementation of any security measures as required by the SIU, i.e. CCTV cameras, alarm systems, access control systems
- High security locksets as recommended by the minimum information security standards (MISS):
 - Euro Profile double cylinders master keyed with two keys.
 - Upright lock cases for Euro Profile Cylinders with bolt latches.
 - Aluminum handle sets
 - Two (2) master keys.
 - All the cylinders and keys must be engraved sequentially (numbers)

Security doors/Windows

- All doors and windows must be equipped with burglar proofs i.e. expandable burglar proofs or round steel burglar proof.
- Expandable and Round steel burglar proof must be 12mm round bars, spacing between the steel bars must not exceed 100mm.
- All burglar doors and windows must come with a minimum of three keys.
- Installation of emergency push bars must be installed in all emergency exit doors.
- The emergency push bars must have audible sirens.
- ***The total office space required for Kimberley is as per the below information, with the head count of 29;***

Additional information:

- "Should a bidder submit a bid for office space smaller than the square meterage required by the SIU in terms of this tender, the SIU will only consider bids putting forward office space which is not more than 10% smaller than the stipulated requirements of the SIU. Any indication by the SIU that it would consider a bid for office space of a size within 10% of the space required by the SIU, should in no way create an expectation that a decision has been made that such a bid has been successful".
- Should a bidder submit a bid for office space larger than the square meterage required by the SIU in terms of this tender, the SIU will consider such bid, but will do its evaluation of such a bid as if the office space put forward is the required size as contained in the advertisement of the SIU, in other words, 700 square meters. The SIU will however consider to ultimately contract for the use of office space up to a maximum of a 10% variation in excess of the stipulated requirement.

THE BIDDING PROCESS

- This bid is evaluated through a four (04) stage process
- Stage 1 – Compliance to Requirements including Administrative/Mandatory Requirements.

STAGE 1 :RETURNABLE DOCUMENT

CHECKLIST TO QUALIFY FOR EVALUATION

- Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 5 if applicable, 6.1, and 6.2.
- Proof of Registration on the Government's National Treasury Central Supplier Database (CSD).
- Building grade (A or B or above) evaluation report.
- Copy of Municipal Rates & Services e.g. electricity bill.
- ***Documentation proving ownership of the immovable property that is offered :***
 - a. Title deed to prove ownership of the property (such title deed to indicate ownership by the bidder as per the bidder's registered name), and
 - b. Where applicable, the financial institution through which the bidder is financing the property with supporting documentation such as an **offer to purchase, purchase and sale agreement**, and **the loan/bond agreement** must be submitted. If the property is in the process of being registered and transferred into the bidder's name, an indication of the progress of the conveyancing process, the likely timeframe for finalization of the conveyancing process as well as the Conveyancing Attorney's contact details, reference number (s) and permission and/or consent for the SIU to contact the Conveyancing Attorney must also be supplied with the bid document.

STAGE 1: RETURNABLE DOCUMENT

CHECKLIST TO QUALIFY FOR EVALUATION

- ***Documentation to prove the legal right to act on behalf of the owner of the property;***
 - a. If the bidder is an agent, a formal Power of Attorney signed by the owner of the property must be submitted; and
 - b. Should it be discovered that the Landlord and an agent made submission of same building, it will result in disqualification on both bidders.
- B – BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf *(Failure to submit sworn affidavit will result in non-compliance on preference points system).*
- Detail pricing in the SBD 3.1 format.
- Detail price sheets and supporting documents

Stage 2 – Evaluation of Bids against Specifications and Quality

- Scores will be tabulated to 100 points. Respondents must **score 70** points and above to be evaluated on the next stage of site visit.

Bidders' Experience

The bidder must demonstrate leasing experience in property Management as a company. The bidder must provide reference letters and trade clients list with dates, Indicating lease experience in table 3.

At least three (03) Reference letters which compliments the experience detailed on the trade client list as per the table 3. The client list must provide list of current and/or previous client to demonstrate number of years in property management as per table 3 below. *(Separate table can be attached)*.

Evaluation rating 1 equals to 40 (1-2 years' experience in property management).

Evaluation rating 2 equals to 50 (3-4 years' experience in property management).

Evaluation rating 3 equals to 60 (5 years' or more; experience in property Management)

Evaluation rating 0 equals to non-allocation of points, to the bidders who:

Failed to submit the required reference letters and detailing list of clients supported by number of years of experience,

Submitted irrelevant information or less than one-year experience in property management

**Building requirements
(proximity of travel).**

Evaluation rating 1 equals to 10: Suitable environment with easy access to public transport (Attach Google Map/similar map) distance to/from between 2-3km walking distances from public transport routes.

Evaluation rating 2 equals to 20: Suitable environment with easy access to public transport (Attach Google Map/similar map) distance to/from office between (more) 1- 1.99 km walking distance from public transport routes.

Evaluation rating 3 equals to 40: Suitable environment with easy access to public transport (Attach Google Map/similar map), distance to/from office less than 1km walking distance from public transport routes.

Evaluation rating 0 equals to non-allocation of points, to the bidders who did not submit a google map/similar map, or if the walking distance is greater than 3km from/to taxi route.

40

Phase 3: Site Visits evaluation

Bidders must be fully compliant or at least demonstrate the ability to fulfill the full compliance requirements during the Site Visit Evaluation in order to progress to Functionality evaluation phase. Price and Preference Points Evaluation will be applicable to bidders who reached the minimum set threshold. Bidders who failed to meet the mandatory and compulsory site visit evaluation requirements as set out below, will not be considered further in the process.

Stage 4 – Price and Preference (B-BBEE)

Bidders who score a minimum quality threshold of **70%** on functionality and site visit, will proceed to be evaluated on Price and Preferences (B-BBEE).



THANK YOU

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