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Description of the Project: Appointment of Service Provider for the Provision of Office Accommodation For Western Cape Office.

Tender Number: RFP: 02/06/2024/FIN

Closing of Date of the Tender: 28 August 2024

| NO | QUESTIONS | SIU RESPONSES |
|----|--|---|
| 1 | <u>REFER TO PAGE 25 AND 29 – BIDDERS EXPERIENCE</u> These pages appear to be duplicated. Do we need to complete both, or can we cross through one and reference to the completed document? | Bidders are required to complete the bidder experience on both pages 25 and 29. The information on page 29 emphasizes the same points as the information on page 25. |
| | The space provided for completing the information is quite small. May we retype the page on a separate sheet and cross through the original, referencing the retyped document for the completed information? | Yes, you are allowed to re-type as long as the headings remain the same. |

| NO | QUESTIONS | SIU RESPONSES |
|----|--|--|
| 2 | <p><u>REFER TO PAGE 32 – 6. PARKING REQUIREMENTS</u></p> <p>Could you please confirm the total number of parking bays required? Is it 82 bays, based on the needs (13 for SIU vehicles, 5 for visitors, and 64 for SIU employees), or is it a total of 64 bays (40 in the basement and 24 additional bays)?</p> | <p>The total number of parking bays required is 77, which is made up of 64 parking bays for staff (head count) and 13 parking bays for the current SIU vehicles.</p> <p>Employee Parking Bays = 64 Visitor Parking Bays = 05 Fleet Vehicle Parking Bays = 13</p> <p>Total Parking Bays Required = 82</p> |
| 3 | <p><u>REFER TO PAGE 43 – C. TENANT INSTALLATION OR TENANT INSTALLATION ALLOWANCE</u></p> <p>Could you please provide us with the specific requirements for the ICT server and data room.</p> | <p>The server room is for the cost of the Special Investigating Unit. Services Providers are not required to include the cost in their pricing proposal.</p> |
| 4 | <p><u>REFER TO PAGE 45 – PRICING DETAIL – SBD 3.1</u></p> <p>There is no SBD 3.1 form included with the bid document. Could you please forward it to us?</p> | <p>The SBD 3.1 Pricing Form forms part of the Bid Document and can be found on pages 39 to 44 with the costing elements.</p> |

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|----|---|---|
| 5 | <p><u>TENANT INSTALLATION</u></p> <p>If we offer you a certain amount of Tenant Installation to comply as per the tender document but you exceed this amount due to the fact that you might require additional tenant installation, will SIU pay for the overrun?</p> <p>Your corporate image manual / visual standard document was not attached to the tender document.</p> | <p>Yes, the Special Investigating Unit will be responsible for all cost over and above the amount that the successful service provider have quoted.</p> <p>The corporate manual / visual standard document will be shared with the successful bidder.</p> |
| 6 | <p>PRICING</p> <p>Could you please clarify whether the operating costs should be included in the rental price, or are it separate from the rental amount?</p> | <p>The Pricing Detail Table on page 39 till 44 requires bidders to price for three (3) areas:</p> <ol style="list-style-type: none"> 1. Office Rental 2. Parking; and 3. Operating Cost & Expenses. <p>The items listed in the question provides the breakdown of the cost elements contained under the heading of Operating Cost and Expenses. Bidders are required to provide a breakdown of each of the cost elements under the are of Operating Cost & Expenses.</p> |

| NO | QUESTIONS | SIU RESPONSES |
|----|---|---------------|
| | <p>Who is responsible for payment of:</p> <ul style="list-style-type: none"> a) Water and electricity (metered Monthly) b) Rates and Taxes c) Sewerage d) Security at the proposed office accommodation e) Security to the entire building f) Refuse g) Existing Fire Installation h) Fire Equipment in proposed office accommodation i) Cleaning in proposed office accommodation j) Internal Maintenance in proposed office accommodation k) External Maintenance l) Generator fuel – Invoiced as per usage at proposed office accommodation. | |

NB. The word "communal" on paragraph 1.16 and 1.17 is not applicable. SIU will accept any available setup.