



## REQUEST FOR BID SERVICES

### BID DETAILS

**BID NUMBER:** SAHPRA/2021/LEASING OF OFFICES FOR  
SAHPRA CAPE TOWN//RFB003

**CLOSE**      **Date:** Wednesday 08 December 2021  
                  **Time:** 11:00

**DESCRIPTION:**      **REQUEST FOR BID FOR LEASING OF  
OFFICE SPACE FOR A PERIOD OF FIVE  
YEARS**

**BRIEFING SESSION:**      Yes       No   
See Section A-1 Paragraph 2 on Bid Submission  
Conditions and Instructions that the Bidder needs to  
take note of.

### DETAILS OF BIDDER

**Organisation/individual:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone/ Cell number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

## GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

## DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (59) of this document, which consist of the following sections:

### SECTION A

**Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.**

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Specifications and Requirements
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract  
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)
- Annexure A: Detailed description of A Grade office accommodation

### SECTION B

**Note: Documents in this section must be completed and returned or supplied with bids.**

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest (SBD 4)
- Section B 3: Declaration of Bidder's past SCM practices (SBD 8)
- Section B 4: Certificate of Independent Bid Determination (SBD 9)
- Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2017 (SBD 6.1)
- Section B 6: Invitation to Bid (SBD 1)
- Section B 7: Pricing Schedule (Professional Services) (SBD 3.1)

# SECTION A

(This section must not be returned as part of the bid document)

## BID SUBMISSION CONDITIONS AND INSTRUCTIONS

### CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

#### 1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

#### 2 BRIEFING SESSION

- 2.1 No briefing session will be held

#### 3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from Precious Mnguni by not later than Monday 22 November 2021. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

Contact details for Precious Mnguni:

Telephone: 012 501 0418

E-Mail: precious.mnguni@sahpra.org.za

#### 4 SUBMITTING BIDS

- 4.1 **One (1) original document plus two (2) copies must be handed in/ delivered to:**

Loftus Park, Building A,  
402 Kirkness St  
Arcadia  
Pretoria  
0083

***No posted, faxed or e-mailed bids will be accepted***

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**Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.**

**\* Refer to Paragraph 5 below**

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1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours (**08:30 to 16:00 Mondays to Fridays**) before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*
2. Bids submitted or handed in at any other address than the one stated above will not be considered.

Section A 1: Bid Submission Conditions and Instructions

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**4.2** Bids should be submitted in a sealed envelope, marked with:

- Bid number (1BSAHPRA/2021/LEASING OF OFFICES FOR SAHPRA CAPE TOWN//RFB003)
- Closing date and time (4BWednesday 08 December 2021 @ 11:00 am)
- The name and address of the Bidder.

**4.3** Documents submitted on time by bidders shall not be returned.

**5 LATE BID SUBMISSIONS**

**5.1** Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

**5.2** The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

**6 GENERAL CONDITIONS OF CONTRACT**

**6.1** The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

## **TERMS OF REFERENCE FOR THE SUPPLY OF OFFICE SPACE FOR A PERIOD OF FIVE (5) YEARS**

### **1. Introduction**

The South African Health Products Regulatory Authority (SAHPRA) is a statutory body established by the Medicines and Related Substances Act (101 of 1965) to provide regulation and control of medicines and medical devices.

The South African Health Products Regulatory Authority supervises a massive and very important industry: There are about 500 pharmaceutical companies in South Africa. Since 2004, SAHPRA, then known as the Medicines Control Council (MCC).

SAHPRA intends entering into a medium to long term lease to move into a minimum A-Grade office accommodation in the City of Cape Town Metropolitan Municipal area in a radius of 5km of the Tygervalley Shopping Centre from where to conduct business operations and which office space must accommodate approximately 25 employees from April 2022.

A Compliance Checklist which corresponds exactly to the requirements listed below, are attached under Section B-8 and should be completed in full and signed by a duly authorised representative. The Compliance Checklists will be used as the basis for performing the evaluation as described in Section A-3.

Bidders need to respond to and comply with the following technical specifications and requirements:

### **2. Minimum Technical & Functional Requirements**

#### **2.1. Location**

SAHPRA requires accommodation within the City of Cape Town Metropolitan Municipal area within a radius of 5km of the Tygervalley Shopping Centre.

The accommodation must be:

- Located in a generally safe area for officials and the public.
- Easily accessible from all major routes from the north, south, east, and west [N1, M121 (Carl Cronje Dr), R302 (Durban Road), M30 (Bill Bezuidenhout Ave), M31 (Old Oak Rd), etc.].
- A reasonable distance from the bus stations as well as other public transport, such as taxis, metro busses or metro trains, for both staff and the public.

#### **2.2. Accommodation**

SAHPRA requires proposals for a lease period of up to a maximum period of five (5) years, including cost of tenant installations, with an occupation date of April 2022.

Proposals for office accommodation to accommodate for approximately 25 SAHPRA staff members.

Section A 3: Evaluation Process/ Criteria

The offices must be in an office park or multi-tenant building and all staff members shall be accommodated preferable in one floor, but not more than two floors of the same building.

Table 1 below provides a summary of the estimated space required:

SERIAL NO	DESCRIPTION OF ROOM	PROPOSED PU	NORM PER PU	ASM	REMARKS
	ASSIGNABLE AREA (80%)				
	<b>MANAGEMENT (ENCLOSED OFFICES)</b>				
1	DEPUTY DIRECTOR (LEVEL 12)	2	12,00	24,00	
2	VISITORS OFFICE/ HOT DESK (LEVEL 12)	1	12,00	12,00	
	<b>ADMINISTRATION (OPEN PLAN CUBICLES)</b>				
3	RADIATION SCIENTIST (LEVEL 11)	7	12,00	84,00	
4	INSPECTORS (LEVEL 11)	3	12,00	36,00	
5	SENIOR ADMIN OFFICER (LEVEL 7)	2	8,00	16,00	
6	ADMIN SCREENERS (LEVEL 5)	7	6,00	42,00	
7	INTERNS/ COMM SERVES	3	8,00	24,00	
8	FILING STORAGE	1	40,00	40,00	INSPECTOR FILES AND FORMS
9	STORE ROOM	1	8,00	8,00	INSPECTOR EQUIPMENT
10	ARCHIVING ROOM	1	15,00	15,00	OLD FILES
11	CLEANER STORE	1	8,00	8,00	CLEANING MATERILS
12	CLEANER CHANGING ROOM	1	8,00	8,00	CHANGING ROOM
13	CONSULTING ROOM	1	12,00	12,00	CONSULTING ROOM
14	MEETING ROOM	1	12,00	12,00	DISCUSSION
15	BOARDROOM ROOM	25	1,80	45,00	MEETINGS
16	LABOLATORY	1	20,00	20,00	TESTING
17	TEA KITCHEN AND PUASE AREA	1	30,00	30,00	PAUSE AREA FOR EMPLOYEES
18	SWITCH ROOM	1	8,00	8,00	ICT SWITCH ROOM WITH A/C
19	SICK/ PRAYER ROOM	1	12,00	12,00	SICK/ PRAYER ROOM FOR STAFF
	<b>PUBLIC SERVICE AREA</b>				
20	RECEPTION/ WAITING AREA	6	2,40	14,40	WAITING AREAS FOR VISITORS
	<b>OTHER ACCOMMODATION</b>				
	<b>ASSIGNABLE AREA</b>		<b>ASM</b>	<b>470,40</b>	
21	NON ASSIGNABLE AREA (20%)			117,60	
	<b>PARKING</b>				
22	UNDER COVER PARKING	2			PARKING FOR VISITORS
23	UNDER COVER PARKING	25			PARKING FOR EMPLOYEES
	<b>GROSS AREA</b>			<b>588,00</b>	
<b>OTHER NEEDS</b>					
<b>Office Name</b>		Cape Town Regional Office			
<b>Office Location</b>		Outside CBD (Tygervalley or Durbanville)			
<b>Ablution Facilities:</b>					
<b>Staff</b>		<b>Male: Number required</b>		<b>3</b>	
		<b>Female: Numer Required</b>		<b>3</b>	
<b>Nature of Access to the premises</b>		Fulll Disability Access. Ramp or/and lifts to be provided for disabled persons.			
<b>Security</b>		Buglar proofing to be complimented by high tech system and guards.			
<b>Air Conditioning</b>		The entire premises should be air conditioned.			
<b>Power Ducting</b>		To be allowed for in all work areas and offices and to support data cabling and IT telephony.			

Section A 3: Evaluation Process/ Criteria

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- 2.2.1. The accommodation must be readily available, which means that the proposed building must either be completed in full or must be at an advanced stage of completion and be able to accommodate at least 25 employees from April 2022. If the building is still under construction, proof of the level of completion, the amount of space to be made available, as well as the estimated time to completion must be submitted.
- 2.2.2. The total size of the accommodation required by SAHPRA is approximately **600 m<sup>2</sup>** to cater for current needs. This excludes the 27 parking requirements as well as ablution facilities.
- 2.2.3. SAHPRA desires an office park building or multi-tenant building.
- 2.2.4. The accommodation must allow for the corporate image of SAHPRA to be enhanced and must preferably easily accessible and clearly visible from the street front.
- 2.2.5. The office accommodation must incorporate basement or under-cover parking of at least 25 parking bays for SAHPRA staff members, 2 parking bays for visitors, disabled parking bay and the loading parking bay.
- 2.2.6. The accommodation must have adequate trunking and communication service shafts for network communication infrastructure.
- 2.2.7. The electrical supply must cater for both normal- and emergency- power.
- 2.2.8. The building(s) must have an emergency power generator (+- 175KW) to ensure that essential areas, lifts, emergency lighting, computer server room, computer workstations, etc., are functioning in the event of a power failure, load shedding, etc.
- 2.2.9. The accommodation must provide for adequate access for persons with physical disabilities, including access to toilet facilities both in the office environment as well as public interface areas. This must be in accordance with the Department of Public Service Administration's (DPSA) "Handbook on Reasonable Accommodation for People with Disabilities in the Public Service". dated October 2007. (Electronic copy available on the DPSA website. [www.dpsa.gov.za](http://www.dpsa.gov.za)).
- 2.2.10. The office accommodation must have a minimum floor load bearing capacity of 350kg/m<sup>2</sup> to cater for office safes, high-density filing cabinets and the storage of files.
- 2.2.11. The office accommodation must cater for a general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets), with enclosed offices for identified staff.
- 2.2.12. The office accommodation must cater for the respective business units to be isolated in individual areas to prevent unauthorised access to any such area.
- 2.2.13. The office accommodation must cater for about 3 enclosed offices, 22 open plan office cubicles, boardroom of approximately 45m<sup>2</sup>, meeting room of approximately 12m<sup>2</sup>, consulting room of approximately 12m<sup>2</sup>, archiving room of approximately 15m<sup>2</sup>, equipment store room of approximately 8m<sup>2</sup>, laboratory of approximately 20m<sup>2</sup>, cleaner store room of approximately 8m<sup>2</sup>, cleaner changing room of approximately 8m<sup>2</sup>, tea kitchen/ pause area of approximately 30m<sup>2</sup>, switch room of approximately 8m<sup>2</sup>, sick/ prayer room of approximately 12m<sup>2</sup> and the reception area of approximately 15m<sup>2</sup> or more, 25 parking bays for SAHPRA staff members and at least 2 visitors parking bays and 1 disabled parking bay.
- 2.2.14. The accommodation must comply with:
- The National Building Regulations and Standards Act, 1977 (Act 103 of 1977),
  - The Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.

**Certificates of compliance with the above will have to be provided prior to occupation of the building(s).**

Bidder's must commit that after the refurbishment or finalisation of any construction works, the building will comply with all the National Building Regulations. This must be done by providing a formal letter with their bid in this regard.

Bidders must also commit to submit the following after completion of tenant installations and prior to occupancy:

- Certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws,
- Certificate of compliance with the Occupational Health and Safety Act and Accessibility Regulations.
- Occupancy Certificate

**2.3. Appearance**

The appearance of the accommodation must be: "Aesthetically" acceptable to SAHPRA and have the potential to enhance the image in the branding of SAHPRA. SAHPRA reserves the right to inspect any proposed building.

Bidders are to include photos, sketches, electronic presentations, drawings, plans, etc. to support their bids in respect of this aspect.

**2.4. Security**

- 2.4.1. The perimeter of the premises must be adequately secured to ensure no unauthorised access from outside. The perimeter must be able to be monitored to detect any attempt to access the premises/ building unlawfully.
- 2.4.2. The external perimeter must be well illuminated at night
- 2.4.3. Entrances to the building(s) must be limited to a minimum. General access must preferably be via one or more access control points.

**2.5. Filing Room/ Equipment/ Switch Room**

- 2.5.1. Filing/ equipment/ switch rooms shall consist of walls with a minimum specification of 220mm for masonry, 150mm for concrete or rhino- board dry-wall secured with internal expanded metal or steel sheeting from floor to ceiling.
- 2.5.2. Filing/ equipment/ switch rooms doors shall be category1 doors as per SABS Specification 949 or an appropriate level depending on the type of wall.
- 2.5.3. Filing/ equipment/ switch rooms may have no external windows and ventilation openings in the walls are to be fitted with gas fire dampers including pest control mechanisms as approved by the Local Fire Department.
- 2.5.4. Filing/ equipment/ switch room doors shall be fitted with high security biometric lock mechanisms and all keys are to be handed to the Deputy Manager: Facilities Management or his/ her representative on the hand-over of the building.
- 2.5.5. Equipment room shall be fitted with an air-conditioning system.
- 2.5.6. In addition, equipment room fitted with high security biometric lock and security camera (CCTV).

## **2.6. Laboratory Room**

2.6.1. **Floor** should be covered with one sheet of material with the following properties

- Impervious material
- Washable
- Chemical-resistant
- Curved to the walls
- All joints sealed

2.6.2. **Walls and ceiling** washable surface

- Should be finished in a smooth washable surface with joints been sealed
- walls should be painted with a non-porous paint (e.g., gloss paint)

2.6.3. **Worktop Surfaces**

- Worktop surfaces must be smooth, washable, and chemical-resistant
- Surface with all joints sealed

2.6.4. The laboratory should have an air-conditioning system.

2.6.5. The laboratory should have 1x wash -up sink.

2.6.6. The laboratory should have 2x bar stools.

## **2.7. Offices and Partitioning**

2.7.1. The respective work areas of business units accommodated within the respective floors shall be divided by means of dry wall partitioning or glass or a combination thereof, with a noise reduction capability of not less than 45 dB within a range of 100 to 1 000 hertz. This factor must be the same for wall and glass sections as well as doors.

2.7.2. All work areas need to be fitted with access doors with high quality rotor hinges for high volume usage to a fire rating approved by the Local Fire Department and have the capability to be fitted with access control devices, if required. The doors must be fitted with security lock mechanisms.

2.7.3. All windows capable of being opened, need to be in good working order.

2.7.4. The internal walls are to be painted to the corporate colours of SAHPRA and the landlord will be provided with the colour palette.

## **2.8. Passages**

2.8.1. The general width of passages needs to be a minimum width of 1.5m.

2.8.2. The width of identified areas where there are high volumes of traffic, which includes the movement of files, must be included, and indicated on the planned layout of the floor.

2.8.3. This includes ensuring that any commonly used pathways must be free from obstacles that would limit, restrict, or endanger people with disabilities from accessing facilities within the building.

## **2.9. Access**

2.9.1. People with disabilities should be able to easily enter the building via ramps, etc. There must be no obstacles that prevent such people from accessing and leaving the facilities within the building.

## **2.10. Floor to ceiling heights**

- 2.10.1. The clear floor to ceiling height in areas with ceilings (excluding foyer or other public areas where double volume may be used for effect) needs to be as close as possible to 2.7m.
- 2.10.2. The floor to ceiling height of identified areas, i.e., filing room or switch room will be identified in the floor layout planning.
- 2.10.3. The conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in the open plan work areas, office and or public interface areas.

## **2.11. Doors, locks, and keys**

- 2.11.1. All offices shall be fitted with a door with a minimum width of 813mm and fitted with a standard locks and keys.

## **2.12. Floor covering**

- 2.12.1. The floors need to be covered with good vinyl/ industrial tiles in high traffic areas. All other areas shall have carpets/ laminate flooring in the discretion of SAHPRA.
- 2.12.2. Laboratory, record rooms, storerooms, filing areas, etc. need to be covered by means of a non-slip floor finish.

## **2.13. Power Points**

- 2.13.1. All workstations need to be equipped with a 10A socket outlet as well as a back-up 10A socket outlet. Depending on the capacity of the back-up emergency power supply, the back-up socket outlet may be omitted. Bidders to provide full detail in this regard.
- 2.13.2. A minimum number of approximately 120 (80 normal and 40 back-up power) power points and approximately may be required to cater for the workstations, printers, and other equipment within the building(s).
- 2.13.3. The preference for the position of power supply outlets for the general workstations is from the ceiling soffits or flush floor trunking.
- 2.13.4. The power points need to be provided within every 12m<sup>2</sup> radius or part thereof.
- 2.13.5. SAHPRA shall, on finalising the floor layout design, identify the positions of the additional positions for power, i.e., meeting-rooms, training-rooms, etc.
- 2.13.6. The power points of general communal areas, lift lobbies, stairs, etc. need to be on the standard positions within the trunking for cleaning purposes, etc.
- 2.13.7. Provision needs to be made at the positions of access doors to the demarcated enclosed work areas for installation of security systems, i.e., access control system and controllers, magnetic locks, CCTV cameras, etc. CAT 6 cabling as well as electrical points need to be provided at all access doors to the demarcated enclosed work areas.
- 2.13.8. The electrical circuits for socket outlets shall be secured by means of a single-phase earth leakage relay, having a sensitivity of 25mA.

## **2.14. Lighting**

- 2.14.1. The illumination of the building must comply with the minimum requirements of the National Building Regulations and cater for energy saving functionality.
- 2.14.2. The illumination must consist of the necessary interface capabilities to be linked to a BMS (Building Management System) linked to an access control system.

Section A 3: Evaluation Process/ Criteria

- 2.14.3. All work areas need to be provided with a light switch in a suitable position close to the access/ exit door.
- 2.14.4. The following minimum lighting requirements need to be provided for the respective areas by means of utilising energy saving lighting:

No	Area	Illumination Level
a.	Reception areas	100lux
b.	General work areas	300lux
c.	Passages and general areas	50lux
d.	Consulting/Meeting rooms	100lux
e.	Boardroom	200lux
f.	Storerooms	200lux
g.	Laboratory	200lux
h.	Parking	50lux

All lighting levels are to be measured at the working plane.

**2.15. Network and Communication trunking**

**2.15.1. General**

*Adequate network and communication trunking need to be available between the respective floors for the installation of the required network and communication infrastructure.*

*The trunking servicing of the building must conform to the latest technological standards.*

- 2.15.1.1. The wired network design and implementation must be compliant with the ANSI/TIA/EIA 569-B Commercial Building Standards for Telecommunications Pathways and Spaces and the ANSI/TIA/EIA 568-C Commercial Building Telecommunications Cabling Standards.
- 2.15.1.2. All equipment and cabling shall be installed in full accordance with manufacturers recommendations and instructions.
- 2.15.1.3. Patch- and work area leads shall be from the same manufacturer as the horizontal cable and matched to the performance of Category 6 of the cabling system in which they are used.
- 2.15.1.4. Cabling infrastructure must accommodate at least 420 ICT related equipment.
- 2.15.1.5. The preference for the position of ICT outlets for the general workstations is from the ceiling soffits or flush floor trunking.

**2.15.2. Work Area**

**2.15.2.1. Workstation/ Telecommunication outlets**

- 2.15.2.1.1. Each workstation outlet (TO) shall incorporate a modular RJ45 sockets designed for IDC termination and compliant with the performance of Category 6 as the minimum required.

Section A 3: Evaluation Process/ Criteria

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- 2.15.2.1.2. All outlets shall be provided with shutters that automatically close when device leads are removed.
- 2.15.2.1.3. The outlets shall be provided with RJ45 sockets for voice and data on a single faceplate.
- 2.15.2.1.4. All cable pairs at the telecommunication outlets and at the distribution panels shall be terminated

2.15.2.2. **Work Area Cords/ Leads**

- 2.15.2.2.1. Patch cords and work area cords shall be constructed of an 8 wire, stranded Enhanced Category 6 cable terminated with RJ45 connectors at both ends as a minimum.
- 2.15.2.2.2. Patch cords and work area cords shall be from the same manufacturer as the horizontal cable and matched to the performance of Category 6 of the cabling system in which they are used.
- 2.15.2.2.3. All patch cords and work area cords shall be factory assembled, terminated, and certified.
- 2.15.2.2.4. The length of work area fly-leads shall be a combination of 3m to 5m.
- 2.15.2.2.5. The length of the patch cord shall not exceed 1m.

2.15.2.3. **Labelling of the Telecommunications/ Workstation outlets**

- 2.15.2.3.1. All RJ45 outlets shall be clearly marked with a securely fixed label showing the circuit number for ease of identification of the services to be accessed (Data and Voice services).
- 2.15.2.3.2. The labels shall be clearly printed with a self-adhesive backing.
- 2.15.2.3.3. Each telecommunications outlet shall be labelled with the unique enclosure and patch panel port identifier

2.15.3. **Horizontal Cabling**

2.15.3.1. **Maximum Cable length**

- 2.15.3.1.1. The maximum channel length for cables shall be 100m (This includes fly leads and patch leads).
- 2.15.3.1.2. UTP cables must not contain any joints; they must be continuous from the patch panel to the termination point.

2.15.3.2. **Cable Containment**

- 2.15.3.2.1. Cables shall be contained within containment, which may take the form of PVC Trunking, Cable Tray, Basketwork, Steel Trunking or Steel Conduit.
- 2.15.3.2.2. New containment shall be of sufficient capacity, such that the total of the cross-sectional areas of the cables contained will not exceed 45% of the internal cross-sectional area of the containment.
- 2.15.3.2.3. Where unavoidable, cables within a room must be contained within white PVC trunking. Cables need not be contained in the ceiling of the room in which they are

terminating if there are four or less cables and they are adequately supported and not resting on any false ceiling.

- 2.15.3.2.4. Cables in corridors ceiling spaces must be contained. This should be in white PVC trunking where it is visible. Otherwise, cable tray or basket may be used. Cables must not be left lying on the top surface of suspended ceilings, nor should they be in contact with any water pipes located above the ceiling.

2.15.3.3. **Segregation**

- 2.15.3.3.1. Care shall be taken to ensure UTP cables are not routed adjacent to other services where electro-magnetic emissions may be generated. UTP Data cable must never be run in the same containment as mains voltage cables or fire alarm circuits. Where data cables are run in trunking containing mains cables and outlets the data cable must be segregated in a separate part of the trunking.

2.15.4. **Telecommunication/ Switch Room (Wiring Centre)**

2.15.4.1. General Cabinet Requirements

- 2.15.4.1.1. Cabinets and wall frames shall comply with the relevant requirements of IEC-60297
- 2.15.4.1.2. The enclosure(s) within the main equipment room containing core switching equipment shall provide 45U equipment mounting space.
- 2.15.4.1.3. All enclosures at a site shall be fitted with keyed-alike doors.
- 2.15.4.1.4. Enclosures shall provide facilities for ventilation in the form of vented panels.
- 2.15.4.1.5. Metal surfaces of the enclosure and accessories shall be powder coated, painted, or otherwise protected against corrosion
- 2.15.4.1.6. Transparent front lockable door with a key.
- 2.15.4.1.7. A means of being secured to the walls, floor, ceiling, or overhead racking as appropriate.
- 2.15.4.1.8. Cabinet shall have top and bottom grommeted cable entries.
- 2.15.4.1.9. Cable management in the front of the cabinet for routing of patch cords both horizontally and vertically.
- 2.15.4.1.10. Cabinet shall be fitted with Documentation wallet.

2.15.4.2. **Circuit Numbering**

- 2.15.4.2.1. A numbering system shall be implemented to ensure that each circuit from a Wiring Centre to a desktop outlet is unique. The circuit identifier shall consist of three parts:
- 2.15.4.2.2. The wiring cabinet/centre ID – a number allocated to the wiring centre by the Network Administrator.
- 2.15.4.2.3. The patch panel ID – a letter identifying the patch panel within a wiring centre. This will run from 'A' through to 'Z'.
- 2.15.4.2.4. The circuit on the patch panel – a number running from '1' at the beginning of a patch panel to the last socket number on the patch panel (typically 24 or 48). This number re-starts at '1' on each patch panel within the Wiring Centre.

#### **2.15.4.3. Labelling of Patch Panels**

- 2.15.4.3.1. Patch panels shall be clearly labelled with a securely attached label showing the patch panel identifier.
- 2.15.4.3.2. Each socket on the patch panel should also be labelled with the full circuit.
- 2.15.4.3.3. The labels shall be 100mm x 50mm, self-adhesive multi-layered laminate engraved with 15mm upper case lettering. The labels shall be located on the front centre of each rack or enclosure, near the top.

#### **2.15.5. Backbone**

##### **2.15.5.1. General Requirements**

- 2.15.5.1.1. 10 Gigabit Ethernet or optical fibre cabling should be used for higher bandwidth.
- 2.15.5.1.2. Type of cabling is determined by the distance between Telecommunication Room and Equipment Room (e.g., less 100m, Gigabit Ethernet is preferred)

##### **2.15.5.2. Optical Cable Protection**

- 2.15.5.2.1. Holes drilled through walls or floor for the routing of cables shall be suitably covered or sealed to prevent damage to installed cables
- 2.15.5.2.2. Clearly labelled mark posts shall be installed along the optical fibre cable routes for easy of identifications
- 2.15.5.2.3. Warning tapes shall be place along the optical fibre trenches and shall be colour yellow for ease of identification of cable routes

##### **2.15.5.3. Optic Fibre Cable Joints**

- 2.15.5.4. Optical fibre Cables shall be complete between termination points; no cable joints will be permitted
- 2.15.5.5. Optical fibre cable interconnecting distributors shall be one continuous length with no splices or joins except for pigtailed used to terminate single mode optical fiber cores.
- 2.15.5.6. Optical fibre cable shall only be spliced within termination points unless compelling reasons exist.

##### **2.15.5.7. Location**

- 2.15.5.7.1. Site locations should allow for expansion.
- 2.15.5.7.2. Accessible to the delivery of large equipment.
- 2.15.5.7.3. Not located below water level.
- 2.15.5.7.4. Away from sources of EMI.
- 2.15.5.7.5. Safeguards against excessive vibration.
- 2.15.5.7.6. Sizing shall include projected future as well as present requirement.
- 2.15.5.7.7. Equipment not related to the support of the equipment room shall not be installed in, pass through, or enter the equipment room.

#### **2.16. Facilities for cleaner's personnel**

- 2.16.1. Provision must be made for a cleaner's room of not less than 8m<sup>2</sup> for cleaning equipment and materials.

Section A 3: Evaluation Process/ Criteria

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- 2.16.2. The cleaner's rooms need to be provided with a drip sink and adequate shelving and sufficient cross ventilation, preferably by means of an outside window.
- 2.16.3. The facility shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.
- 2.16.4. Separate ablution facilities including lockers, must be provided for security and cleaning personnel to utilise as change and rest rooms.
- 2.16.5. The accommodation must make provision for ablution facilities (change room/locker room) for cleaning staff to secure their uniforms, etc.
- 2.16.6. The ablution facilities must preferably not be located within or close to the working environment if possible.

**2.17. Toilet facilities (males) – Communal area**

- 2.17.1. The requirements for toilet facilities to be applied in respect of “males” within the building are 3 cubicles.
- 2.17.2. In respect of urinals, at least two urinal is required.
- 2.17.3. One hand wash basin is required for every two WCs.

**2.18. Toilet facilities (females) - Communal area**

- 2.18.1. The requirements for toilet facilities to be applied in respect of “females” within the building are 3 cubicles.
- 2.18.2. One hand wash basin is required for every two WC's.

**2.19. Toilet facilities (physically challenged persons) - Communal area**

- 2.19.1. Toilet facilities for physical challenged persons need to be in accordance with acceptable norms and standards with minimum internal dimensions of 1,7m by 1,8m and must be labelled as such.
- 2.19.2. The toilet facilities for physical challenged persons are the only toilet facilities that will operate as “dual gender” toilets i.e., a male may have to assist a disabled female in the toilet or vice versa.

**2.20. Toilet facilities (public) - Communal area**

- 2.20.1. The provision for public toilet facilities within the building must not be within the office environment.
- 2.20.2. The public toilet facilities must be located within a secure environment to ensure that the general public not visiting SAHPRA, cannot access such facilities.
- 2.20.3. The public toilet facilities must be close to the reception area, consultation rooms.
- 2.20.4. Provision must be made for at least one public toilet facility for disabled persons.

**2.21. Pause areas and kitchens**

- 2.21.1. Provision is to be made for at least (1) pause area and combined kitchen on each floor where staff offices are situated, (dependent on the size of the floor and number of occupants), in which a sink as well as “hot and cold” water is available.
- 2.21.2. These pause areas must have power points to accommodate one (1) coffee/tea vending machine, one (1) fridge and one (1) microwave oven.
- 2.21.3. A suitable area adjacent to the meeting and training rooms, is to be secured as canteen area and fitted out with an industrial type of kitchen to prepare meals, etc. The area must be able to accommodate approximately 25 staff members at any given time.  
All kitchens need to be fitted with a “hydro-boil” for the constant supply of hot water.

## **2.22. Lifts (Where applicable)**

- 2.22.1. Dependent on the layout of the building and the requirements of the National Building Regulations, an adequate number of lifts must be available for staff to access the office work areas from the ground floor.
- 2.22.2. The lifts must be in a good working and serviced condition and remain in a good state for the entire period of the lease.
- 2.22.3. The landlord must, at handover, provide SAHPRA with a certificate declaring the lifts being in a good working condition.
- 2.22.4. A "goods lift" must be available for the daily movement of "goods" from the basement and or ground floor to the work areas.
- 2.22.5. Should the lift cater for movement from the basement to the rest of the building, it must have the functionality of being manually controlled to ensure no unauthorised access to the secure office environment.
- 2.22.6. Lifts in the building must serve the needs of people with disabilities.
- 2.22.7. The landlord shall be responsible for the maintenance and repairs in respect of the lifts during the period of the lease.
- 2.22.8. Complaints in respect of the lifts need to be responded to immediately after being reported to prevent penalties.
- 2.22.9. Complaints reported in respect of escalated lift problems need to be resolved within (1 to 2) hours after the initial complaint have been lodged.

## **2.23. Emergency power supply**

- The building must be fitted with an emergency power supply unit that:
- 2.23.1. Complies with the National Building Regulations.
  - 2.23.2. Can supply power to standard equipment such as lifts and emergency lighting.
  - 2.23.3. **Can supply power** to at least the ITC servers, 25 computer workstations and 2 Konica Minolta C35 MF Printer / copiers.
  - 2.23.4. **Must** be connected to an Uninterrupted Power Supply Unit (UPS) as specified under section 2.27 of this RFP.

Bidders are to provide full details of such emergency supply unit and what the capabilities of such a unit are and for how long power can be supplied.

## **2.24. Existing functioning security equipment**

- 2.24.1. Where the proposed building has existing security equipment installed, an indication should be given of the following:
  - (a) Access control system: Type of system and software.
  - (b) CCTV Camera system: Type of system and software.
  - (c) Smoke Detection system. Type and areas covered.
  - (d) Fire Suppression system. Type and areas covered.
  - (e) Motion Detection system. Type and areas covered.
  - (f) Parking Management system.
  - (g) Visitor Management system.
  - (h) Security Control Room.
  - (i) Functional Biometric System

**2.25. Emergency exit doors**

- 2.25.1. SAHPRA requires all emergency exit doors leading to the outside of the building to be fitted with a delayed action alarm locking mechanism, with an audible alarm and which is only resettable by means of a key.
- 2.25.2. There must be a means of egress that is suitable for any sort of emergency for people with disabilities. The departure route must be designed in accordance with Part T of the National Building Regulations as per the "Fire Protection" section.

**2.26. Space planning**

- 2.26.1. The prospective bidder will be required design, interpret and cost SAHPRA's needs and provide a "space matrix" as part of the bid, based on SAHPRA's business unit's needs per the accommodation requirements schedule under section 2.2 of this RFP, to demonstrate the suitability of the building for the allocation of space. Any costs incurred by bidders in this regard shall be for the account of the bidders.
- 2.26.2. Once the bid has been awarded to the successful bidder, SAHPRA will, within three (3) working days require an electronic copy of the building's floor layout in AutoCAD for purposes of space planning.
- 2.26.3. The layout of the accommodation will, besides the planned demarcated open plan working environment, also cater for the proposed accommodation indicated on the accommodation schedule under section 2.2 of this RFP.
- 2.26.4. Contract costing of the tenant installations will be subject to a quantity surveyor verification

**2.27. Telecommunication/ Switch Room**

- 2.27.1. The landlord will be required to prepare a switch room of approximate 8m<sup>2</sup>.
- 2.27.2. The switch room must be equipped with a suitable and sizeable independent air-conditioning unit to cater for the network equipment located in the room.

**2.28. Uninterrupted Power Supply (UPS)**

- 2.28.1. Although the building may have an emergency power generator, the landlord will also be required to provide and maintain a UPS (Uninterrupted Power Supply) unit to cater for all network equipment, all computer work stations (25), emergency lights, and 2 critical Photocopy/Printer Units (Konica Minolta C35) for a minimum period of 30 minutes until power can be fed from the emergency power supply

**2.29. Air-Conditioning**

- 2.29.1. The building must be fitted with a suitable and effective air-conditioning system, catering for the respective work areas (floors) as zones which operate independently.
- 2.29.2. The bidder must indicate the type of air-conditioning system fitted in the building.
- 2.29.3. The landlord shall be responsible for the maintenance and repairs in respect of the air-conditioning system during the period of lease.
- 2.29.4. Complaints in respect of the escalated air-conditioning problems need to be responded to within a period of two (2) to four (4) hours of being reported to prevent penalties.
- 2.29.5. Complaints reported in respect of escalated air-conditioning problems need to be resolved within four (4) to eight (8) hours after the initial response period.

### **2.30. Existing ICT Infrastructure**

- 2.30.1. The bidder must specify and elaborate on any ICT infrastructure which exists in the proposed building and in particular.
- (a) The number of network points catered for.
  - (b) Whether the cabling is CAT 6 or fibre optic.
  - (c) Where there is an existing computer switch room within the building, details on what this consists of.
  - (d) Where there are computer hub rooms, where they are and what.
  - (e) Whether the computer server room has a raised floor.
  - (f) Whether the computer switch room has an independent air-conditioning system installed.
  - (g) Whether the computer switch room has a fire detection and suppression system installed.
  - (h) Whether the computer switch room has an access control system installed to control access to this facility.

### **2.31. Maintenance, service, and repairs**

- 2.31.1. It is required that the landlord be responsible for all building maintenance, service and repairs in respect of the accommodation, i.e., electrical, plumbing, air-conditioning, lifts, general building maintenance, fire equipment, etc. which forms part of the building. The landlord shall appoint a dedicated liaison to deal with SAHPRA.
- 2.31.2. Should SAHPRA install any additional security equipment, this will be excluded from the landlord's responsibilities for maintenance, service, and repairs.
- 2.31.3. As part of the bid a maintenance contract is to be included, this may be utilised as the basis of negotiating the lease and service level agreement.
- 2.31.4. The response in respect of accommodation defects needs is to be within a period of two (2) hours after being escalated to the landlord.
- 2.31.5. Reported accommodation defects need to be resolved within a period of eight (8) hours unless otherwise agreed to by the delegated responsible official as per the conditions of the SLA contract.

### **2.32. Project plan to prepare for accommodation**

- 2.32.1. Bidders, as part of the bid proposal, need to include a detailed project plan with their proposals and projections on the respective phases and actions, etc. to prepare the building(s) for occupancy, (allowing for adequate time to finalise the space planning). This will also be utilised as part of the evaluation of the bids.
- 2.32.2. To finalise the project plan, bidders may need to make assumptions and therefore need to include comments on assumptions for the Bid Evaluation Committee to take note of during the evaluation of bids.

**ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED**

**1 EVALUATION PROCESS**

**1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS**

1.1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest		
Part 4	Completed and signed Declaration of Bidder's past Supply Chain Management practices		
Part 5	Completed and signed Certificate of Independent Bid Determination		
Part 7	Completed and signed Invitation to Bid		
Part 8	Completed Pricing Schedule in the prescribed format		
Part 9	Compliance with Minimum Requirements		
Part 10	Proof of registration on the CSD		
Part 11	Proof of Public Liability		

**1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY**

1.2.1 The evaluation criteria and weights for functionality as indicated in the table below, will apply.

<b>FUNCTIONAL CRITERIA</b>	<b>MAXIMUM TO BE AWARDED</b>
<b>FUNCTIONAL EVALUATION CRITERIA</b>	
<p><b>Mandatory requirements</b></p> <p>Is the proposed office space in the Tygervalley area or Durbanville within a radius of 5km from the Tygervalley Centre?</p> <ul style="list-style-type: none"> <li>• If "Yes" – Proceed</li> <li>• If "No" – Do not evaluate further</li> </ul> <p>Can the proposed office space be occupied by 01 April 2022?</p> <ul style="list-style-type: none"> <li>• If "Yes" – Proceed</li> <li>• If "No" – Do not evaluate further</li> </ul> <p>Is the building situated in an Office Park or multi-tenant building?</p> <ul style="list-style-type: none"> <li>• If "Yes" – Proceed</li> <li>• If "No" – Do not evaluate further</li> </ul>	

Section A 3: Evaluation Process/ Criteria

<b>FUNCTIONAL CRITERIA</b>		<b>MAXIMUM TO BE AWARDED</b>										
Proof of Public Liability provided? <ul style="list-style-type: none"> <li>• If “Yes” – Proceed</li> <li>• If “No” – Do not evaluate further</li> </ul>												
<b>Availability of Accommodation:</b> The shortest period in which SAHPRA can occupy the premises after contract award and with tenant, network and other critical infrastructure installed. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">More than 2 months</td> <td style="text-align: right;">Zero Points</td> </tr> <tr> <td>Within 6 weeks</td> <td style="text-align: right;">Maximum 5 Points</td> </tr> <tr> <td>Within 4 weeks</td> <td style="text-align: right;">Maximum 15 Points</td> </tr> <tr> <td>Within 2 weeks</td> <td style="text-align: right;">Maximum 25 Points</td> </tr> </table>		More than 2 months	Zero Points	Within 6 weeks	Maximum 5 Points	Within 4 weeks	Maximum 15 Points	Within 2 weeks	Maximum 25 Points	<b>25</b>		
More than 2 months	Zero Points											
Within 6 weeks	Maximum 5 Points											
Within 4 weeks	Maximum 15 Points											
Within 2 weeks	Maximum 25 Points											
<b>Does the building have the capacity to accommodate all our needs on: (Excluding parking facility)</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Three or more floors</td> <td style="text-align: right;">Zero Points</td> </tr> <tr> <td>Two floors</td> <td style="text-align: right;">Maximum 15 Points</td> </tr> <tr> <td>One floor</td> <td style="text-align: right;">Maximum 25 Points</td> </tr> </table>		Three or more floors	Zero Points	Two floors	Maximum 15 Points	One floor	Maximum 25 Points	<b>25</b>				
Three or more floors	Zero Points											
Two floors	Maximum 15 Points											
One floor	Maximum 25 Points											
<b>What is the physical address of the proposed premises?</b> <b>How far is the premises in distance (km) from access to public transport</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Within 5km</td> <td style="text-align: right;">Maximum 10 Points</td> </tr> <tr> <td>Within 3km</td> <td style="text-align: right;">Maximum 15 Points</td> </tr> <tr> <td>Within 1km</td> <td style="text-align: right;">Maximum 25 Points</td> </tr> </table>		Within 5km	Maximum 10 Points	Within 3km	Maximum 15 Points	Within 1km	Maximum 25 Points	<b>25</b>				
Within 5km	Maximum 10 Points											
Within 3km	Maximum 15 Points											
Within 1km	Maximum 25 Points											
<b>Understanding and Interpreting SAHPRA’s Requirements:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;"><b>Maximum</b></td> </tr> <tr> <td>Has the bidder provided adequate information to demonstrate that they understand SAHPRA’s requirements in respect of the accommodation lease?</td> <td style="text-align: right;">1 Points</td> </tr> <tr> <td>Has the bidder provided a complete methodology of the execution in preparing the accommodation?</td> <td style="text-align: right;">1 Points</td> </tr> <tr> <td>Does the project plan seem to be realistic?</td> <td style="text-align: right;">1 Points</td> </tr> <tr> <td>Are all the phases for execution included?</td> <td style="text-align: right;">1 Points</td> </tr> </table>			<b>Maximum</b>	Has the bidder provided adequate information to demonstrate that they understand SAHPRA’s requirements in respect of the accommodation lease?	1 Points	Has the bidder provided a complete methodology of the execution in preparing the accommodation?	1 Points	Does the project plan seem to be realistic?	1 Points	Are all the phases for execution included?	1 Points	<b>4</b>
	<b>Maximum</b>											
Has the bidder provided adequate information to demonstrate that they understand SAHPRA’s requirements in respect of the accommodation lease?	1 Points											
Has the bidder provided a complete methodology of the execution in preparing the accommodation?	1 Points											
Does the project plan seem to be realistic?	1 Points											
Are all the phases for execution included?	1 Points											

Section A 3: Evaluation Process/ Criteria

<b>FUNCTIONAL CRITERIA</b>		<b>MAXIMUM TO BE AWARDED</b>
<p><b>Bidder's experience and Reference letters</b></p> <p>Leasing experience demonstratable in property Management – Company profile/reference letters Indicating years' experience in lease administration.</p>		<b>10</b>
Less than 2 years' experience	0 Point	
3 years of experience	6 Points	
4 years of experience	8 Points	
5 and above years of experience	10 Points	
<p><b>Capability of the Bidder:</b></p>		<b>6</b>
Has the bidder provided the necessary evidence to prove that they possess the required management and technical capabilities to provide and prepare the accommodation requirements (both in-house and outsourced)?	<b>Maximum</b> 2 Points	
Does the methodology include all actions and phases to complete the accommodation?	2 Point	
Is there sufficient proof that the bidder understands SAHPRA's accommodation requirements and does the proposal prove that they interpreted the needs and that the accommodation will be suitable for the staff numbers and other specific accommodation needs as per the space matrix?	2 Points	
<p><b>Financial Stability:</b></p>		<b>5</b>
Going concern verified during the last three financial years (or since establishment, if less than three years).	<b>Maximum</b> 4 Points	
Letter of good standing from a Financial Institution	1 Points	
<b>Maximum total for functional evaluation</b>		<b>100</b>
<b>SITE VISIT EVALUATION CRITERIA</b>		
<p><b>General</b></p>		<b>52</b>
Easy access from major access routes	<b>Maximum</b> 10 Points	
Amenities (retail, services, restaurants, childcare centres, etc.)	7 Points	
Safe and secure business environment	10 Points	
Adequate parking on site	8 Points	
Attractive landscaping and plants	3 Points	
Corporate exposure and visibility	8 Points	

Section A 3: Evaluation Process/ Criteria

<b>FUNCTIONAL CRITERIA</b>		<b>MAXIMUM TO BE AWARDED</b>
Vehicle access	6 Points	
<b>Building</b>	<b>Maximum</b>	
General high-quality presentation	5	<b>17</b>
General building finishes (External and internal)	4	
Office Park or multi-tenant building	8	
	<b>17</b>	
<b>Building Infrastructure</b>	<b>Maximum</b>	
Functional design and layout	13	<b>22</b>
Internal flow	6	
Good balance between light and environmental control	3	
<b>Security</b>	<b>Maximum</b>	
Ability to customise access control to SAHPRA's requirements	9	<b>9</b>
<b>Maximum total for site visit evaluation</b>		<b>100</b>

1.2.2 The score for functionality shall be calculated as follows:

- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.
- Bidders will need to obtain a **minimum threshold of 75%** on functionality for them to qualify into the next stage which will be the site visit.

**1.3 DETERMINATION OF SCORE FOR THE SITE VISIT**

1.3.1 SAHPRA has decided to have compulsory site visits to all the proposed buildings of bidders who have obtained at least **75%** for the functional evaluation.

1.3.2 Points will be awarded for each criterion of the site visit to each qualifying bidder by each member of the Bid Evaluation Committee.

1.3.3 Bidders who obtain less than **75%** for the site visit will be eliminated from further evaluation.

#### **1.4 ELIMINATION OF PROPOSALS ON GROUNDS OF THE SITE VISIT**

1.4.1 Bids that score less than an average of **75%** of the marks available for the site visit will be eliminated from further consideration. Points will therefore not be awarded for their cost proposals or for preference.

#### **1.5 PRICE AND B-BBEE STATUS LEVEL POINTS**

1.5.1 All remaining bids will be evaluated as follows:

1.5.2 The 80/20 preference point system will be applied. Points for price and B-BBEE status level certificate will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2017.

1.5.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.

1.5.4 The point scored for the B-BBEE status level certificate for each acceptable bid will now be added to the price point.

1.5.5 The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

#### **1.6 ADJUDICATION OF BID**

1.6.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.

1.6.2 The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

## CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number 1BSAHPRA/2021/LEASING OF OFFICES FOR SAHPRA CAPE TOWN//RFB003 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - 2.1 Bidding documents, viz
    - Invitation to bid
    - Tax clearance certificate
    - Pricing schedule(s)
    - Filled in terms of reference/task directive/proposal
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
    - Declaration of interest
    - Declaration of bidder's past SCM practices
    - Special Conditions of Contract
  - 2.2 General Conditions of Contract
  - 2.3 Other (specify)
  
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.
  
5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) \_\_\_\_\_  
CAPACITY \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
NAME OF FIRM \_\_\_\_\_  
DATE \_\_\_\_\_

WITNESSES	
1	_____
2	_____
DATE:	_____

## CONTRACT FORM: RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I ..... in my capacity as ..... accept your bid under reference number ..... dated ..... for the rendering of services indicated hereunder and/or further specified in the annexures.
  
1. An official order indicating service delivery instructions is forthcoming.
  
2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

OFFICIAL STAMP

WITNESSES

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 DATE: \_\_\_\_\_

# SECTION B

**This section must be completed and returned or supplied with bids as prescribed.**

**SPECIAL CONDITIONS OF BID AND CONTRACT  
Return as Part 1**

	<b>SPECIAL CONDITIONS</b>
<b>1</b>	<b>GENERAL</b>
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
<b>2</b>	<b>CANCELLATION OF PROCUREMENT PROCESS</b>
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
<b>3</b>	<b>BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA</b>
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
<b>4</b>	<b>NEGOTIATION AND CONTRACTING</b>
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award <sup>1</sup> or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

<sup>1</sup> See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

<b>5</b>	<b>ACCESS TO INFORMATION</b>
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
<b>6</b>	<b>REASONS FOR REJECTION</b>
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <li><input type="checkbox"/> Have abused the SCM system of the SAHPRA.</li> <li><input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system.</li> <li><input type="checkbox"/> Have failed to perform on any previous contract and the proof exists.</li> </ul> Such actions shall be communicated to the National Treasury.
<b>7</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>
7.1	The General Conditions of Contract must be accepted.
<b>8</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
<b>9</b>	<b>CONFIDENTIALITY</b>
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
<b>10</b>	<b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
<b>11</b>	<b>NON-COMPLIANCE WITH DELIVERY TERMS</b>
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified,

Section B 1: Special Conditions of Bid and Contract

	SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.
<b>12</b>	<b>WARRANTS</b>
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
<b>13</b>	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
<b>14</b>	<b>RETENTION</b>
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
<b>15</b>	<b>CENTRAL SUPPLIER DATABASE</b>
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid.  The CSD website can be accessed on the following link: <a href="http://ocpo.treasury.gov.za/Pages/default.aspx">http://ocpo.treasury.gov.za/Pages/default.aspx</a>
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
<b>16</b>	<b>FORMAT OF BIDS</b>
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	<b>Bidders are to set out their proposal in the format prescribed hereunder.</b> This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	<b>Part 1: Special Conditions of Bid and Contract</b>
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1).  Bids submitted without a completed Special Conditions of Bid form <b>will</b> be deemed to be non-responsive.
16.4	<b>Part 2: Tax Compliance</b>
16.4.1	Bidders must ensure compliance with their tax obligations.  Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.  Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .  Bidders may also submit a printed TCS together with the bid.  In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.  Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.  Bids submitted without any one of the above particulars, <b>will</b> be deemed to be non-responsive.
16.5	<b>Part 3: Declaration of Interest</b>
16.5.1	<b>Each party</b> to the bid must complete and return the “Declaration of Interest” (Section B-2).  Bids submitted without a complete and signed Declaration of Interest <b>will</b> be deemed to be non-responsive.
16.6	<b>Part 4: Declaration of Bidder’s past Supply Chain Management practices</b>
16.6.1	<b>Each party</b> to the bid must complete and return the “Declaration of bidder’s past Supply Chain Management practices” (Section B-3).  Bids submitted without a completed and signed Declaration of bidder’s past Supply Chain Management practices <b>will</b> be deemed non-responsive.
16.7	<b>Part 5: Certificate of Independent Bid Determination</b>

Section B 1: Special Conditions of Bid and Contract

16.7.1	<p><b>Each party</b> to the bid must complete and sign the Certificate (Section B-4).</p> <p>Bids submitted without a completed and signed Certificate of Independent Bid Determination <b>will</b> be deemed non-responsive.</p>
16.8	<p><b>Part 6: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017</b></p>
16.8.1	<p>Bidders must complete, sign and return the full “Preference Points Claim Form” (Section B-5) document.</p> <p>In addition, a valid BEE certificate must be submitted.</p> <p>Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.</p>
16.9	<p><b>Part 7: Invitation to Bid</b></p>
16.9.1	<p>Bidders must complete, sign and return the full “Invitation to Bid” (Section B-6) document.</p> <p>Bids submitted without a completed and signed Invitation to Bid <b>will</b> be deemed to be non-responsive.</p>
16.10	<p><b>Part 8: Pricing Schedule</b></p>
16.10.1	<p>All costs related to the proposed lease agreement are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7).</p> <p>Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, <b>will</b> be deemed to be non-responsive.</p>
16.10.2	<p>Rates for the first year of the contract must be firm and must be indicated in the formats prescribed. After the first 12 months of the contract, the rates shall be increased as per the proposed percentage increase as indicated in the pricing schedule, which rates shall then be fixed for the second twelve months of the contract. The same will apply for the third to the fifth year of the contract.</p>
	<p><input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.</p>
16.11	<p><b>Part 9: Compliance with Minimum Requirements</b></p>
16.11.1	<p>Bidders must complete, sign, and return the full “Compliance with Minimum Requirements” (Section B-8) document.</p> <p>Bids submitted without a completed and signed Compliance with Minimum Requirements <b>will</b> be deemed to be non-responsive.</p>
16.12	<p><b>Part 11: Registration on the CSD</b></p>
16.12.1	<p>In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database.</p>

Section B 1: Special Conditions of Bid and Contract

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	Bids submitted without the required proof, <b>will</b> be deemed to be non-responsive.
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I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Section B 2: Declaration of Interest

**DECLARATION OF INTEREST  
Return as Part 3**

1. Any legal person, including persons employed by the State<sup>2</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price bid, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –

- 1.1. The bidder is employed by the State; and/or
- 1.2. The bidder is a Management Board member of SAHPRA and/or
- 1.3. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 2.1. Full Name of bidder or his or her representative: \_\_\_\_\_
- 2.2. Identity Number: \_\_\_\_\_
- 2.3. Position occupied in the Company (director, trustee, shareholder, etc<sup>3</sup>): \_\_\_\_\_
- 2.4. Company Registration Number: \_\_\_\_\_
- 2.5. Tax Reference Number: \_\_\_\_\_
- 2.6. VAT Registration Number: \_\_\_\_\_

2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below

2.7. Are you or any person connected with the bidder presently employed by the State? YES / NO

- 2.7.1. If so, furnish the following particulars
  - Name of person/ director/ trustee/ shareholder/ member: \_\_\_\_\_
  - Name of State institution at which you or the person connected to the bidder is employed: \_\_\_\_\_
  - Position occupied in the State institution: \_\_\_\_\_

<sup>2</sup> "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

<sup>3</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

Section B 2: Declaration of Interest

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Any other particulars:

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2.7.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1. If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.3. If no, furnish reasons for non-submission of such proof:  
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-----  
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2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months? YES / NO

2.8.1. If so, furnish the following particulars.  
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2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1. If so, furnish the following particulars.  
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2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.10.1. If so, furnish the following particulars.  
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2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES / NO

Section B 2: Declaration of Interest

2.11.1. If so, furnish the following particulars.

-----  
 -----  
 -----

3. Full details of directors/ trustees/ members/ shareholders.

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Persal Number

**DECLARATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

-----  
 Signature

-----  
 Date

-----  
 Position

-----  
 Name of bidder

Section B 3: Declaration of bidder's past SCM practices

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

### Return as Part 4

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
  - a. abused the SAHPRA's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/ authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b> <b>The database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the homepage.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website, (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the homepage.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	If so, furnish particulars:		

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

-----  
Signature

-----  
Date

-----  
Position

-----  
Name of Bidder

## CERTIFICATE OF INDEPENDENT BID DETERMINATION Return as Part 5

I, the undersigned, in submitting the accompanying bid:

1BSAHPRA/2021/LEASING OF OFFICES FOR SAHPRA CAPE TOWN//RFB003 -  
8BREQUEST FOR BID FOR LEASING OF OFFICE SPACE FOR A PERIOD OF FIVE  
YEARS

(Bid Number and Description)

---

in response to the invitation for the bid made by:

SAHPRA

(Name of Institution)

---

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - has been requested to submit a bid in response to this bid invitation;
  - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.

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<sup>4</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Section B 4: Certificate of Independent Bid Determination

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7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- prices.
  - geographical area where product or service will be rendered (market allocation)
  - methods, factors, or formulas used to calculate prices.
  - the intention or decision to submit or not to submit, a bid.
  - the submission of a bid which does not meet the specifications and conditions of the bid; or
  - bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

### Return as Part 6

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
PRICE	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good

- practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
  - (g) **“prices”** includes all applicable taxes less all unconditional discounts;
  - (h) **“proof of B-BBEE status level of contributor”** means:
    - 1) B-BBEE Status level certificate issued by an authorized body or person;
    - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
    - 3) Any other requirement prescribed in terms of the B-BBEE Act;
  - (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
  - (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor:= ..... (maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

***(Tick applicable box)***

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted? .....%
- ii) The name of the sub-contractor .....
- iii) The B-BBEE status level of the sub-contractor .....
- iv) Whether the sub-contractor is an EME or QSE

***(Tick applicable box)***

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/ FIRM**

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2011

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- 8.1 Name of company/firm: .....
- 8.2 VAT registration number: .....
- 8.3 Company registration number: .....
- 8.4 TYPE OF COMPANY/ FIRM

**(Tick applicable box)**

- Partnership/ Joint Venture/ Consortium
- One person business/ sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....

8.6 COMPANY CLASSIFICATION

**(Tick applicable box)**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business: .....

8.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2011

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- of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p>.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS: .....</p> <p>.....</p> <p>.....</p>
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## INVITATION TO BID Return as Part 7

### YOU ARE HEREBY INVITED TO BID FOR REQUIREMENT OF SAHPRA

BID NO	1BSAHPRA/2021/LEASING OF OFFICES FOR SAHPRA CAPE TOWN//RFB003	CLOSING DATE	4BWednesday 08 December 2021	CLOSING TIME	11:00
<b>8BREQUEST FOR BID FOR LEASING OF OFFICE SPACE FOR A PERIOD OF FIVE YEARS</b>					

**All Bidders must furnish the following particulars and include it in their submission  
(Failure to do so may result in your bid being disqualified)**

Name of Bidder: \_\_\_\_\_

Postal address: \_\_\_\_\_

Street address: \_\_\_\_\_

: \_\_\_\_\_

Telephone number: Code \_\_\_\_\_ Number \_\_\_\_\_

Cellular number: \_\_\_\_\_

Facsimile number: Code \_\_\_\_\_ Number \_\_\_\_\_

e-Mail address: \_\_\_\_\_

VAT Registration No: \_\_\_\_\_

**TAX COMPLIANCE REQUIREMENTS (Tick applicable box)**

Printed TCS  SARS PIN  CSD No

**PROOF OF B-BBEE STATUS LEVEL SUBMITTED?**

YES  NO

**(Tick applicable box)**

B-BBEE Status Level Verification Certificate  B-BBEE Status Level Sworn Affidavit

**WHO WAS THE CERTIFICATE ISSUED BY? (Tick applicable box)**

An Accounting Officer as contemplated in the Close Corporation Act (CCA)?

A verification Agency accredited by the South African National Accreditation System (SANAS)?

A registered Auditor?

**NOTE: A B-BBEE Status Level Certificate/ Sworn Affidavit (For EMEs or QSEs) must be submitted in order to qualify for preference points for B-BBEE**

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? (If "YES" enclose proof)**

YES  NO   
(Tick applicable box)

**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? (If "YES" answer the questionnaire below)**

YES  NO   
(Tick applicable box)

Section B 6: Invitation to Bid

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED), OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**Contact details of Bidder’s representative:**

Name and Surname \_\_\_\_\_

Telephone number: Code \_\_\_\_\_ Number \_\_\_\_\_

Cellular number: \_\_\_\_\_

Facsimile number: Code \_\_\_\_\_ Number \_\_\_\_\_

e-Mail address: \_\_\_\_\_

Section B 6: Invitation to Bid

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**Declaration**

I/ We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

**Signature of Bidder:**

Date:

Are you duly authorised to commit the Bidder?

**(Proof of authority must be submitted e.g. company resolution)**

**YES**

**NO**

Capacity under which this bid is signed

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## PRICING SCHEDULE

Services

### Return as Part 8

NAME OF BIDDER: \_\_\_\_\_

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF QUOTATION

The pricing schedule as indicated below must be completed in the format provided. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated. An Excel file with the spreadsheet will be provided to all bidders to ensure uniformity. Bidders are to only complete the cells in the spreadsheet that are not shaded. Shaded cells generally have formulae that will be corrupted if any inputs are made into shaded cells. To avoid any tampering, all shaded cells are therefore protected.

Bidders may insert any additional items they deem necessary into unshaded blank cells.

Bidders may attach separate spreadsheets with their calculations, but all costs must eventually be consolidated and summarised into the format required.

#### 1. Tenant installation

- 1.1. The prospective bidder needs to indicate what amount has been allocated for tenant installation.
- 1.2. The prospective bidder needs to provide a breakdown of all aspects covered within the tenant installation cost on a separate costing sheet and only the total should be inserted into the pricing schedule below.
- 1.3. The final costs of the tenant installation shall be negotiated with the preferred bidder to ensure complete satisfaction of SAHPRA's needs and requirements before a final award is made.

#### 2. Operational costs

- 2.1. The prospective bidder needs to provide a list of all aspects **not** included within the operational costs within this bid, for which SAHPRA will be responsible in addition to what has been provided for in this bid. (i.e., electricity, water, sewerage, refuse removal, waste management, assessment rates, maintenance, etc.).

#### 3. Rental

- 3.1. The pricing schedules for the respective period must be completed in respect of the office accommodation.

Section B 7: Pricing Schedule

YEAR 1							
Item No	Description	Unit	Quantity Required	Quantity Offered	Rate ZAR (Excluding VAT)	Total ZAR (Excluding VAT)	Total Annual Cost for Year 1 ZAR (Excluding VAT)
<b>Fixed Costs</b>							
1	Tenant installation costs complete as per the requirements in the Specifications and Requirements	Sum	1				
2							
3							
4							
<b>Total Fixed Costs</b>							
<b>Monthly Costs for Year 1</b>							
1	Office Rental	m <sup>2</sup>	600				
2							
3							
4							
5							
6							
7	Basement (or similar)/ Covered parking bays	No	27				
8							
9	Operational Costs	Sum	1				
10							
11							
12							
13							
<b>Total Monthly Cost</b>							
<b>Total Annual Cost for Year 1 (12 months)</b>				12			
<b>Total Cost for Year 1</b>							

YEAR 2							
Item No	Description	Unit	Quantity Required	Monthly Cost for Year 1	Percentage increase from Year 1 to Year 2	Monthly Cost for Year 2	Total Annual Cost for Year 2 ZAR (Excluding VAT)
<b>Monthly Costs for Year 2</b>							
1	Office Rental	m <sup>2</sup>	600		%		
2							
3							
4							
5							
6							
7	Basement (or similar)/ Covered parking bays	No	27				
8							
9	Operational Costs	Sum	1				
10							
11							
12							
13							
<b>Total Monthly Cost</b>							
<b>Total Annual Cost for Year 2 (12 months)</b>				12			

Section B 7: Pricing Schedule

<b>YEAR 3</b>							
Item No	Description		Quantity Required	Monthly Cost for Year 2	Percentage increase from Year 2 to Year 3	Monthly Cost for Year 3	Total Annual Cost for Year 3 ZAR (Excluding VAT)
Monthly Costs for Year 3							
1	Office Rental	m <sup>2</sup>	600		%		
2							
3							
4							
5							
6							
7	Basement (or similar)/ Covered parking bays	No	27				
8							
9	Operational Costs	Sum	1				
10							
11							
12							
13							
<b>Total Monthly Cost</b>							
<b>Total Annual Cost for Year 3 (12 months)</b>					12		

<b>YEAR 4</b>							
Item No	Description		Quantity Required	Monthly Cost for Year 3	Percentage increase from Year 3 to Year 4	Monthly Cost for Year 4	Total Annual Cost for Year 4 ZAR (Excluding VAT)
Monthly Costs for Year 4							
1	Office Rental	m <sup>2</sup>	600		%		
2							
3							
4							
5							
6							
7	Basement (or similar)/ Covered parking bays	No	27				
8							
9	Operational Costs	Sum	1				
10							
11							
12							
13							
<b>Total Monthly Cost</b>							
<b>Total Annual Cost for Year 4 (12 months)</b>					12		

Section B 7: Pricing Schedule

YEAR 5							
Item No	Description		Quantity Required	Monthly Cost for Year 4	Percentage increase from Year 4 to Year 5	Monthly Cost for Year 5	Total Annual Cost for Year 5 ZAR (Excluding VAT)
Monthly Costs for Year 5							
1	Office Rental	m <sup>2</sup>	600		%		
2							
3							
4							
5							
6							
7	Basement (or similar)/ Covered parking bays	No	27				
8							
9	Operational Costs	Sum	1				
10							
11							
12							
13							
Total Monthly Cost							
Total Annual Cost for Year 5 (12 months)					12		

SUMMARY	
Total Fixed Costs	
Total cost for Year 1	
Total cost for Year 2	
Total cost for Year 3	
Total cost for Year 4	
Total cost for Year 5	
Total cost for 5 years (Excluding VAT)	
Value Added Tax @ 15%	
Total cost for 5 years (Including VAT)	

## Section B 8: Compliance with Minimum Requirements

## COMPLIANCE WITH MINIMUM REQUIREMENTS

### Return as Part 9

Bidders must complete the table below and indicate next to each item whether they comply with the requirement or not by ticking either the “Yes”, “No” or “Partial” column. Comments should be provided in the “Comments” section with full details why the requirement are met, not met, or only partially met. If more space is required, comments may be provided in a separate document with proper referencing to the appropriate requirement No.

A reference to the “Office space specifications and requirements” in Section A2 of this document is provided next to each item in the table below. The table below therefore only has a short description of the requirement and must be read in conjunction with Section A2 for the full details.

No	Reference to Section A2	Description	Comply			Comments
			Yes	No	Partial	
<b>1.</b>	<b>2.1</b>	<b>Location</b>				
1.1.	2.1	SAHPRA requires accommodation within the City of Cape Town Metropolitan Municipal area within a radius of 5km of the Tygervalley Shopping Centre.				
1.2.	2.1	General safe area				
1.3.	2.1	Easily accessible from public transport				
1.4.	2.1	Reasonable distance from public transport.				
<b>2.</b>	<b>2.2</b>	<b>Accommodation</b>				
2.1.	2.2.1	The accommodation must be readily available				
2.2.	2.2.2	The total size of the accommodation required by SAHPRA				
2.3.	2.2.4	Corporate image				
2.4.	2.2.5	Parking				

Section B 8: Compliance with Minimum Requirements

No	Reference to Section A2	Description	Comply			Comments
			Yes	No	Partial	
2.5.	2.2.6	Adequate trunking				
2.6.	2.2.7	Electrical supply				
2.7.	2.2.8	Emergency power generator				
2.8.	2.2.9	Adequate access for persons with physical disabilities				
2.9.	2.2.10	Floor load bearing capacity				
2.10.	2.2.11	General open plan environment				
2.11.	2.2.14	Comply with regulations				
<b>3.</b>	<b>2.3</b>	<b>Appearance</b>				
3.1.	2.3	Appearance. Bidders are to include photos, sketches, electronic presentations, drawings, plans, etc. to support their bids in respect of this aspect.				
<b>4.</b>	<b>2.4</b>	<b>Security</b>				
4.1.	2.4.1	Perimeter adequately secured				
4.2.	2.4.2	Well, illuminated at night				
4.3.	2.4.3	Entrances to the building(s)				
<b>5.</b>	<b>2.5</b>	<b>Filing- / Record- / Switch- Room</b>				
5.1.	2.5.1	Walls				
5.2.	2.5.2	Doors				
5.3.	2.5.3	Windows and interior				
5.4.	2.5.4	Biometrics				

Section B 8: Compliance with Minimum Requirements

No	Reference to Section A2	Description	Comply			Comments
			Yes	No	Partial	
<b>6.</b>	<b>2.7</b>	<b>Offices and Partitioning</b>				
6.1.	2.6.1	Office divisions				
6.2.	2.6.2	Access doors				
6.3.	2.6.3	Windows				
6.4.	2.6.4	Wall colours				
<b>7.</b>	<b>2.7</b>	<b>Passages</b>				
7.1.	2.7.1	Passage widths				
7.2.	2.7.2	High volume traffic areas				
<b>8.</b>	<b>2.8</b>	<b>Access</b>				
8.1.	2.8.1	People with disabilities				
<b>9.</b>	<b>2.9</b>	<b>Floor to ceiling heights</b>				
9.1.	2.9.1	Ceiling height				
9.2.	2.9.2	Ceiling height in identified areas				
9.3.	2.9.3	Invisible services				
<b>10.</b>	<b>2.10</b>	<b>Doors, locks, and keys</b>				
10.1.	2.10.1	Doors and locks				
<b>11.</b>	<b>2.11</b>	<b>Floor Covering</b>				
11.1.	2.11.1	Floor coverings.				
11.2.	2.11.2	Laboratory, record room, etc. floor				
<b>12.</b>	<b>2.12</b>	<b>Power points</b>				
12.1.	2.12.1	Workstations				
12.2.	2.12.2	Number				

Section B 8: Compliance with Minimum Requirements

No	Reference to Section A2	Description	Comply			Comments
			Yes	No	Partial	
12.3.	2.12.3	Position				
12.4.	2.12.4	Distribution.				
12.5.	2.12.5	Boardroom, consulting, and meeting rooms				
12.6.	2.12.6	Communal areas				
12.7.	2.12.7	Access doors				
12.8.	2.12.8	Earth Leakage				
<b>13.</b>	<b>2.13</b>	<b>Lighting</b>				
13.1.	2.13.1	Energy saving.				
13.2.	2.13.2	Bulk management system				
13.3.	2.13.3	Light switches				
13.4.	2.13.4	Minimum lighting level requirements				
<b>14.</b>	<b>2.14</b>	<b>Network &amp; Communication trunking</b>				
14.1.	2.14.1	General (2.14.1.1.to 2.14.1.3)				
14.2.	2.14.2	Work area (2.14.2.1.to 2.14.2.3)				
14.3.	2.14.3	Horizontal Cabling (2.14.3.1.to 2.14.3.3)				
14.4.	2.14.4	Telecommunications room (2.14.4.1 to 2.14.4.3)				
14.5.	2.14.5	Backbone				
<b>15.</b>	<b>2.16</b>	<b>Facilities for cleaners' personnel</b>				
15.1.	2.16	Cleaner's changing room and storeroom				

Section B 8: Compliance with Minimum Requirements

No	Reference to Section A2	Description	Comply			Comments
			Yes	No	Partial	
<b>16.</b>	<b>2.17</b>	<b><i>Toilet facilities (Males)</i></b>				
16.1.	2.17	Toilet facilities				
<b>17.</b>	<b>2.18</b>	<b><i>Toilet facilities (Females)</i></b>				
17.1.	2.18	Toilet facilities				
<b>18.</b>	<b>2.19</b>	<b><i>Toilet facilities (Physically challenged persons)</i></b>				
18.1.	2.19	Toilet facilities				
<b>19.</b>	<b>2.20</b>	<b><i>Toilet facilities (Public)</i></b>				
19.1.	2.20	Toilet facilities				
<b>20.</b>	<b>2.21</b>	<b><i>Pause areas and kitchens</i></b>				
20.1.	2.21	Pause areas and combined kitchens				
<b>21.</b>	<b>2.22</b>	<b><i>Lifts (Where applicable)</i></b>				
21.1.	2.22	Adequate number of lifts				
<b>22.</b>	<b>2.23</b>	<b><i>Emergency Power Supply</i></b>				
22.1.	2.23	Emergency power supply unit				
<b>23.</b>	<b>2.24</b>	<b><i>Existing functioning security equipment</i></b>				
23.1.	2.24	Existing equipment				
<b>24.</b>	<b>2.25</b>	<b><i>Emergency exit doors</i></b>				
24.1.	2.25	Emergency exit doors				

Section B 8: Compliance with Minimum Requirements

No	Reference to Section A2	Description	Comply			Comments
			Yes	No	Partial	
<b>25.</b>	<b>2.26</b>	<b>Space Planning</b>				
25.1.	2.26	Space planning requirements				
<b>26.</b>	<b>2.27</b>	<b>Switch Room</b>				
26.1.	2.27	Switch room.				
<b>27.</b>	<b>2.28</b>	<b>Uninterrupted Power Supply (UPS)</b>				
27.1.	2.28	Uninterrupted power supply				
<b>28.</b>	<b>2.29</b>	<b>Air-conditioning</b>				
28.1.	2.29	Air-conditioning				
<b>29.</b>	<b>2.30</b>	<b>Existing ICT Infrastructure</b>				
29.1.	2.30	Existing ICT infrastructure				
<b>30.</b>	<b>2.31</b>	<b>Maintenance, Service and Repairs</b>				
30.1.	2.31	Maintenance, service, and repairs				
<b>31.</b>	<b>2.32</b>	<b>Project plan to prepare for accommodation</b>				
31.1.	2.32	Project plan for accommodation				
<b>32.</b>		<b>Rental area available</b>				
32.1.		The size of the rental area which is available should be indicated in <b>m<sup>2</sup></b>	..... m <sup>2</sup>			
32.2.		The number of basement or closed parking bays should be indicated.	..... No			

Section B 8: Compliance with Minimum Requirements

No	Reference to Section A2	Description	Comply			Comments
			Yes	No	Partial	
32.3.		The number and size of storerooms in the basement area (if applicable) should be indicated.	.....	No		
			.....	m <sup>2</sup>		

I hereby certify the above compliance indicators are correct.

.....  
Bidder Representative Signature

Title: .....

Name: .....

Date: .....

