



## KWAZULU-NATAL PROVINCE

PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

BID NO	: ZNT:03063 W
Description	: Suitable and capable services providers invite to bid for supply and letting of suitable office accommodation for the department of Agriculture and Rural Development: CBD: Procurement of suitable office of the extent of 984m <sup>2</sup> plus 20%-25%(246m <sup>2</sup> non-assignable space totalling to 1230m <sup>2</sup> , plus 15 lockup parking bays, 45 undercover parking bays, 07 open parking bays and 02 parking for disabled people for a period 05 years, with an option to extend further 04 years and 11 months.
Local of projects	: Mayville
Contract Period	: 04 Years
Advert date	: 14 July 2023
Closing Date	: 15 August 2023
Time	: 11h00 am
Documents available from	: Department of Public Works: eThekweni Regional Office: 455A King Cetshwayo Highway, Mayville – Basement Tender Office, during working hours (08h00 to 15h45)
At no Cost documents to the Department	: The complete bid document can be downloaded from the e-Tender Portal and the Departmental website at no cost.
Cost of tender document	: R450.00
Banking Details	: Bank Name: Standard Bank : Account No: 052106446 : Account Type: Current Account : Branch code: 632005 : Reference : 14019613

### **Compulsory Pre-Tender Briefing Meeting/ Bid Clarification Meeting**

A compulsory pre-tender briefing meeting will be held on the site on a date that has been advised by SCM once the intended advert date is known.

Details of site: Mayville Office: Conference Centre uMkhanyakude Boardroom

Date: 01 August 2023

Time: 9:00 am

**Closing Date and Time: 15 August 2023 at 11H00 am**

**NB. Completed bid documents are only to be deposited in the Tender box no.8 at 455A King Cetshwayo Highway, Mayville 4091**

**Tender Validity: 120 Days.**

**Contract Period: 60 months with an option to extend for further 04 years and 11 months**

**All administrative enquiries to be directed to: Mrs M Ngcobo**

**Tel: 066 535 7932**

**Email: [khosi.ngcobo@kznworks.gov.za](mailto:khosi.ngcobo@kznworks.gov.za)**

**All Technical Enquiries to be directed to : Mrs L. Mchunu**

**Tel : 067 411 6283**

**Email: [lungi.mchunu@kznworks.gov.za](mailto:lungi.mchunu@kznworks.gov.za)**

### **Evaluation Criteria**

- Administrative compliance ,financial and preference offer.

### **Conditions of Tender**

### **Prequalifying Criteria**

#### **Phase 1: Administrative compliance**

- A. Mandatory requirements
- B. Correctness of bid documents
- C. Compliance with procurement regulations
- D. Preference Point System

1. Mandatory requirement
  - a. Property Ownership
  - b. Property size and space planning
  - c. Provision of parking
  - d. Building support services
  - e. Zoning of premises
  - f. maintenance plan
  - g. Location of premises

**NB: Bidders' attention is drawn to the full mandatory criteria as listed in the bid document.**

2. Correctness of bid documents
3. Compliance with procurement regulations (e.g. registration with CSD and other prescripts requirements)

### **Administrative Compliance**

- Correctness of bid documents
- Compliance with bid regulations (registration with CSD)

### **BIDDERS TO NOTE**

- 1.Requirements for sealing, addressing, delivery, opening and assessment of the bid are contained in the bid document.
- 2.Under no circumstances whatsoever may the bid document be re typed or re drafted and only bids submitted on the bid document issued by the Department will be accepted.
- 3.Bid documents must be downloaded or purchased and collected prior to the starting time of the pre tender briefing meeting. Hardcopy document - a request must be made within 5 working days from the date of advert to [Khosi.Ngcobo@kznworks.gov.za](mailto:Khosi.Ngcobo@kznworks.gov.za) / 066 535 7932
- 4.No bid documents will be issued at the pre tender briefing meeting and no site inspection meeting certificates will be issued at the pre tender briefing meeting.
- 5.Bidders need to submit the hard copy of the original completed bid/tender document with all supporting documents and must submit the fully completed. at close of bids.
- 6.Late submissions will not be accepted.
- 7.Posted, Faxed or e-mailed bids are not accepted.
- 8.Only Bidders registered on the Central Suppliers database (CSD)
- 9.The Department reserves the right not to award to the lowest bidder.

10. In addition, the Department reserves the right to conduct a detail risk assessment prior to the award of the bid.

11. Potential bidders must visit the sites on their own cost and arrangement to fully familiarize them with the logistics, conditions and access to the sites.

12. Bidders' attention is drawn to the Mandatory criteria as listed in the bid document as well as the phased sequence

13. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.

14. Closing Date : **15 August 2023 at 11:30 am**

15. Closing Venue: Box 08, eThekweni Regional Office ,455A King Cetshwayo Highway ,Mayville 4091(Basement)

16. Documents are available from KZN Department of Public Works: eThekweni Regional Office: Basement Tender Office) 455A King Cetshwayo Highway from Monday to Friday during working hours 08h00 to 15h45 or via Departmental website: [www.kznworks.gov.za](http://www.kznworks.gov.za) under the section: Tender Bids and Quotations.

17. The 80/20 point system is applicable for this bid with the following Specific Goal Requirements and documentary proof as per the bid document must be provided for claiming of points for specific goals :

<b>Price</b>	<b>80 Points</b>
<b>Specific goals:</b>	<b>20 Points</b>
<b>Ownership by People who are Women</b> <b>Document proof Required:</b> 1) Sown Affidavit, signed and dated by Commissioner of Oaths 2) Certified Copy of identity Document	<b>20 Points</b>