



## KWAZULU-NATAL PROVINCE

PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

BID NO	: <b>ZNT: 03071W</b>
Description	: Suitable and capable service providers are invited to bid for Supply and letting of suitable Office Accommodation for the Department of Public Works: KwaZulu-Natal on behalf of the Department of Cooperative Governance and Traditional Affairs: Stanger: iLembe District Offices: Procurement of a suitable office of the extent of 508m <sup>2</sup> plus 20- 25% (127m <sup>2</sup> ) non-assignable space totalling to 635m <sup>2</sup> , plus 10 Lock Up Parking Bays, 10 Under Cover Parking Bays , 20 Open Parking Bays and 01 parking for disabled people for a period of 05 Years, with an option to extend for a further 04 Years And 11 Months. Should the Department exercise the extended option period, the first year (year six-06) of the option period will revert to the rate/m <sup>2</sup> of year one rental of the initial lease in terms of this lease and there will be no escalation effected during the extended term of the lease.
Advert date	: 28 July 2023
Closing Date	: 29 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)
Website& e-tender portal	: The complete bid document can be downloaded from the e-Tender Portal and the Departmental website.
Cost of tender document	R 380.00
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 Offices: Conference Centre uMkhanyakude Boardroom.

Date: 14 August 2023.

Time: 11:00 am

**Closing Date and Time: 28 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 may 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 may be directed to: Ms. N. Mncwabe .**

**Tel : 072 289 0473**

**Email: [ntombiuthi.mncwabe@kznworks.gov.za](mailto:ntombiuthi.mncwabe@kznworks.gov.za)**

### **Conditions of Tender**

#### **Prequalifying Criteria**

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

- A. Mandatory requirement
- B. Correctness of bid documents
- C. Compliance with procurement regulations (e.g. registration with CSD and other prescripts requirements)
- D. Preference Points System

### **EVALUATION CRITERIA**

- Administrative compliance, mandatory requirements financial and preference offer.

### **ADMINISTRATIVE COMPLIANCE**

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

## **MANDATORY REQUIREMENTS**

### **1. PROPERTY OWNERSHIP**

Bidder should ideally be the owner of the property offered. If not, the owner must provide the power of attorney to act on his/her behalf and a copy of the power of attorney must be included in the submission of the bid.

A signed deed of sale agreement will be considered for property that is in the process of being purchased by one entity to another.

Compliance requirements:

- i) Certified copy of the Title Deed/Certified Windeed printout (department reserves the right to verify the correctness of windeed printout) if owner is directly bidding *or*;
- ii) Attach both certified copy Title Deed *and* copy of Power of Attorney/ signed mandate letter/lease agreement, if bidding as an agent/broker/independent company using another person's property *or*
- iii) Copy of fully signed Sale Agreement, together with the Title Deed of the current owner of the building if is in the process of being purchased as well as the certified copies of Identity Document for both the bidder and the owner(s) of the property

### **2. PROPERTY SIZE AND SPACE PLANNING REQUIREMENTS**

The building must comprise a minimum of 546m<sup>2</sup> Plus 20% -25% (**136.5m<sup>2</sup>**) Non - Assignable space totalling to **682.5m<sup>2</sup>**; Gross Lettable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices.

The bidder must provide a space planning layout as per the client's needs, refer to section N

Annexure required:

- I. Bidder to provide letter from registered architect confirming the minimum gross lettable area.
- II. Plan to also depict the Emergency and Evacuation Routes/points including assembly point.
- III. Both the above mentioned plans to be signed off by the Professional Architect.

### 3. PROVISION OF PARKING

3.1 The Bidder must submit a parking plan, signed off by the Professional Architect, indicating the availability of required parking bays.

#### PARKING REQUIREMENTS :

- Total Parking required is 41 parking bays.

Required Parking bays to be provided on site **41** made up of the following categories:

	Type of parking	Quantity
	Lock-up	10
	Undercover	10
	Open	20
	Bays for people with Disabilities	01

### 4. BUILDING SUPPORT SERVICES-

4.1 Business Continuity Plan signed by the Bidder iro the following;

- Water -back-up water tank for a 12 hour period to service toilets; available drinking water in the instance of disruption of municipal services.
- Electricity -provision of functional back up electricity supply that will services 100% capacity to the leased premises in the event of municipal disruption.

If the above requirement is fully complied with at the time of bidding, the Bidder must submit a letter of Commitment that confirms the provision of potable back up water and electricity supply, which will be made available prior t to the client taking occupation of the building.

4.2 Latest Occupation Certificate of the Offered Building if it is an existing building that was previously occupied. If it is a partially constructed building, this will not apply however, this certificate will be required prior to occupation.

4.3 Bidders must provide a letter from the Fire Department confirming full fire compliance of the offered premises.

If the offered premises is partially constructed building, this will not apply however, this certificate will be required prior to occupation, however, bidder must supply municipal approved plans for the building.

The Department also require building in construction plan which will indicate that the remaining work will be completed within refurbishment time period as indicated on Section L of this bid document. This plan will be subjected to the Departmental Professionals. The Department reserve the right not to award this bid should it be deemed to be unrealistic

## 5. ZONING OF PREMISES

Buildings must be zoned either; Commercial; Office or Public Buildings

- Bidder must provide Town planning certificate from Local Municipality confirming the zoning

**NB: The Department reserve the right to withdraw or cancel the award at any stage should the bidder fail to comply with these above requirements.**

## 6. MAINTENANCE PLAN -

Bidder to submit a comprehensive plan detailing the maintenance scheduling for the lease duration iro the following;

- (i) All categories (structural; mechanical; electrical; plumbing; upgrading of finishes, as required; etc)
- (ii) Dates of planned maintenance
- (iii) Provision for dealing with unplanned maintenance and turnaround time
- (iv) Plan to include sub-contractors and address issue of locality; targeted groups and job creation for the lease period.

**NB! If the building was previously leased (in less than 2 years) / is occupied by Government Departments, a reference will be sought confirming the maintenance history, and the cooperativeness of the landlord.**

**The bidder to declare and indicate whether the offered building was occupied by the government Department in the last two years from the closing date or whether is currently occupied and indicate such occupation.**

## 7. LOCATION OF PREMISES

The offered building must be within 3km radius from the City Hall/ post office, situated at: 104 King Shaka Street, Stanger Central, 4450.

Compliance Requirements:

- (i) Google Road Maps satellite print out indicating the requirement.

## **BIDDERS TO NOTE**

1. Requirement of sealing, addressing, delivering and assessment of the tender are contained in the tender document.
2. The department reserves a right not to award the lowest bidder
3. In addition, the department will conduct a detailed risk assessment prior to the award of the quotation.
4. Submission of a PDF copy of the completed quotation document together with all the supporting tender documents must be submitted on the close of tender.
5. Late submissions will not be accepted.
6. Faxed or emailed bids are not accepted.
7. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.

8. Closing Date : **28 August 2023 at 11:00 am**
9. Administrative enquiries relating to the quotation document may be directed to: Khosi Ngcobo. Tell: 066 535 7932: email: [khosi.ngcobo@kznworks.gov.za](mailto:khosi.ngcobo@kznworks.gov.za)
10. Closing Venue: Box 08, eThekweni Regional Office ,455A King Cetshwayo Highway ,Mayville 4091(Basement)
11. 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.
12. 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 : Total Points</b>	<b>Documents Required</b>	<b>20 Points</b>
Ownership by black people.	<ul style="list-style-type: none"> <li>• Sworn affidavit signed and dated by Commissioner of Oaths</li> <li>• CIPC report</li> </ul>	10 Points
Exempted Micro-Enterprise ( EME's)	<ul style="list-style-type: none"> <li>• Sworn affidavit signed and dated by Commissioner of Oaths</li> <li>• CIPC report</li> </ul>	10 Points