



# **National Empowerment Fund**

**RFP No: NEF 03/2020/21**

**REQUEST FOR PROPOSAL:  
LEASING OF OFFICE PREMISES FOR THE NEF  
EASTERN CAPE**

**CLOSING DATE: 27 November 2020**

**TIME: 14H00**

## CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

### 1. Proprietary Information:

The National Empowerment Fund (NEF) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NEF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

### 2. Enquiries

All communication and attempts to solicit information of any kind relative to this Tender should be channeled to the officials named below:

#### Contact persons (all questions should be in writing)

##### Commercial

Kedibone Mboweni

Supply Chain Management

Tel: +27 11 305 8000

Email: [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za)

##### Technical

Belinda Makhajane

Facilities Manager

011 305 8000

[makhajaneb@nefcorp.co.za](mailto:makhajaneb@nefcorp.co.za)

### 3. Medium of Communication

All the documentation submitted in response to this tender must be in English.

### 4. Verification of Documents

Tenderers should check the numbers of pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the NEF in regard to anything arising from the fact that pages are missing or duplicated.

### 5. Validity Period

Responses to this tender received from tenderers will be valid for a period of **150** days counted from the closing date of the tender.

## CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

### 6. Submission of Tenders

**NB:** In view of the COVID-19 pandemic, we request interested parties to submit in PDF format via email to the email address: [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za). No tenders will be accepted after cut-off time. **(RFP No: NEF 03/2020/21, Leasing of Premises for NEF Eastern Cape (East London) must be submitted by no later than 14h00 on 27 November 2020.** Please include all the documents listed in the **list of returnables on page 20 of the RFP document.**

- 6.1. All enquiries regarding this RFP should also be directed to the following email addresses, [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za); [makhajaneb@nefcorp.co.za](mailto:makhajaneb@nefcorp.co.za); [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za) and [tofilex@nefcorp.co.za](mailto:tofilex@nefcorp.co.za). All questions will be responded to bidders within seven working (07) days from the date of issue, no questions will be responded after this cut-off time.
- 6.2. The RFP number, closing date, firm name and return address must also be endorsed on the envelope.
- 6.3. If a courier service company is used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.
- 6.4. No tender received by telegram, telex, email, facsimile or similar medium will be considered.
- 6.5. Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.
- 6.6. Amended tenders may be sent in an envelope marked "Amendment to tender" and should be placed in the tender box before the closing time.
- 6.7. The tenderer is responsible for all the costs that shall be incurred in relation to the preparation and submission of the tender document.

## **CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER**

- 6.8. A list of all references (minimum 3) with contact details must be included in the tender document.
- 6.9. Copies of qualifications, identity documents (IDs) and the curricula vitae (CVs) of persons who will be involved in the execution of this tender should the tenderer be successful must be attached to the proposal.
- 6.10. The following information also needs to be provided with the tender document:
- Names and details of senior management
  - Employment equity details of employees at an operational level
  - Percentage of ownership by number of:
    - Black ownership
    - Black women ownership
    - White women ownership
  - Percentage of ownership by profit share of:
    - Black ownership
    - Black women ownership
    - White women ownership
- 6.11. An original valid Tax Clearance certificate must be included in the tender document. Failure to submit a certificate would render your tender invalid.
- 6.12. Copy/ies of any affiliations that you may have must be attached to the response to this tender.
- 6.13. Kindly note that the NEF is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments within reasonable time after they are made.
- 6.14. The NEF reserves the right not to accept the lowest tender or any tender in part or in whole.
- 6.15. The NEF reserves the right to award this tender to a black empowered firm.

## **CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER**

- 6.16. The NEF also reserves the right to award this tender to any party whom it decides as a whole or in part without furnishing reasons. The NEF reserves the right to withdraw this tender at any stage with or without giving reasons.
- 6.17. The tenderer hereby offers to render all or any of the services described in this tender document to the NEF on the terms and conditions and in accordance with the specifications stipulated in this tender document. This tender document and the tenderer's response thereto shall form part of any service level agreement that may be concluded between the NEF and the tenderer. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.
- 6.18. Tenders submitted by juristic persons or partnerships must be signed by a person or persons duly authorized thereto by a resolution of a board of such juristic person, a copy of which resolution, duly certified be submitted with the tender.
- 6.19. The tenderer shall prepare for a possible presentation should NEF require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 6.20. The tenderer hereby agrees that the offer herein shall remain binding upon him/her and will be open for acceptance by the NEF during the validity period indicated herein.
- 6.21. The tenderer furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her tender response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.22. The tenderer hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this tender as the principal(s) liable for the due fulfillment of this tender and any contract that might be concluded pursuant hereto.

## **CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER**

6.23. The NEF will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013. The NEF will only process your information (which involves but is not limited to collecting, collating, organising, disseminating and destroying) in the following circumstances:

- where you have granted the necessary consent;
- where we are required to do so by law;
- where processing is necessary to protect our legitimate interests;
- where it is necessary for the conclusion or performance of a contract to which you are party; or
- where it is in the public interest to do so.

By signing this tender document (RFP), the bidder hereby consents to the use of their personal information which forms part of the tender process and as may be discovered by the NEF and confirm that the information is supplied voluntarily without undue influence from any party. Tenderers acknowledge that they are aware of their right to access the information at a reasonable time for purposes of rectification or object to the processing of the information.

## CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER

Name of your Company (in block letters)	
Signature(s) of the Bidders	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this tender?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
<i>Domicillium citandi et executandi</i> in RSA (full) street address (in block letters)	
Contact Person	
Telephone Number	
Fax Number	
Cell Number	
E-mail	

**\*Failure to comply with any of the terms and conditions as set out above will invalidate the tender.**

## 7. EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameters and shall be scored on the weightings stated below. **Phase 1: Technical:** Bidders will need to score a minimum of **80 points in technical** in order to qualify for further evaluation

Components of the tender to be evaluated	Weighting	Points
<b>Capacity of Bidder</b>	Company profile, proof of ownership of building and property insurance.	10
<b>Location</b>	Within the vicinity of East London CBD	10
<b>Readiness of the Building</b>	Detail project plan including work breakdown structure, critical path responsibilities detailed contingency proposal as indicated in the proposal. Suitable to house the NEF staff compliments of 5 people.	30
<b>Provision of turnkey solution</b>	Bidder demonstrates the capability and ability to provide a turnkey installation service (spatial design and layout, partitioning, installation of doors, locks, internal floor coverings and skirting requirements, internal wall finishing, additional internal electrical requirements, additional plumbing and water requirements, installation of air conditioners etc.). List not exhaustive.	15
<b>Provision of maintenance</b>	Maintenance support, evidence provided in the proposal.	15
<b>Bidder's Experience</b>	The bidders must demonstrate the project management team experience in providing similar services Please attach signed referral letters with contact numbers. The points will be allocated as follows: <ul style="list-style-type: none"> <li>• &lt;3 referrals (0 points)</li> <li>• 3 referrals (5 points)</li> <li>• &gt;3 referrals (10 points)</li> </ul>	10
<b>Skills and qualifications of the proposed project team</b>	Demonstrate capability, knowledge and qualifications of the proposed project management team <ul style="list-style-type: none"> <li>➤ Qualifications, Experience and competency of the team. Team members CV's should be included. (10 points)</li> </ul>	10
<b>Total</b>	<b>100</b>	

**The NEF will conduct site visits with only shortlisted companies.**



**Price and B-BBEE - 80/20 Preference Point System**

All tenders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

Bidders are expected to submit all the options below. Pricing Overview required:

Price Component	<b>Costs in Rands over 5 years</b>				
	Please quote for 12, 24, 36, 48 and 60 months				
	2020/21	2021/22	2022/23	2023/24	2024/25
Building					
Maintenance					
<b>Total Cost</b>					

- 12 months with an option to renew for a further 12 months
- 24 months with an option to renew for a further 12 months
- 36 months with an option to renew for a further 24 months

**Escalation**

- All prices must be VAT inclusive and quoted in South African Rand (ZAR).
- Any escalations must be clearly indicated without hidden costs

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
BEE	20
<b>TOTAL</b>	<b>100 points</b>

**SECTION: 2**

**TERMS OF REFERENCE /**

**SCOPE OF SERVICE**

## 8. PREAMBLE

The National Empowerment Fund Act No.105 of 1998 established the National Empowerment Trust (NEF), for the purposes of promoting and facilitating economic equality and transformation, by providing development finance for Black Economic Empowerment (BEE) empowered South African businesses. The NEF operates under the umbrella of the Department of Trade and Industry (DTI) and is committed to the Broad-Based Black Economic Empowerment Act 55 of 2003 and the Codes of Good Practice on BEE.

## 9. SCOPE OF PROJECT

The NEF seeks to lease office space in the surrounding areas of East London CBD, the premises to be leased should be from 125 square meters and above (suitable to house the NEF staff compliment of 5 people). **NB: m<sup>2</sup> should not be less than what is indicated, can be negotiated if more.** To achieve our objective and optimum office space the following factors must be considered:

<b>Location</b>	<b>Lease issues</b>
<ul style="list-style-type: none"><li>•Features Site Accessibility</li><li>•Freeway Access</li><li>•Public Transportation Timing</li><li>•Employees Geographic Location</li></ul>	<ul style="list-style-type: none"><li>•Occupancy Date</li><li>•Budget &amp; Cost</li><li>•Lease Duration</li><li>•Extension Options</li></ul>
<b>Building</b>	<b>Space planning</b>
<ul style="list-style-type: none"><li>•Special Needs (disabilities access and toilets on ground floor)</li><li>•Reception Area/Security</li><li>•Multi-Tenant/Single</li><li>•Work Areas Amenities</li><li>•Parking</li><li>•Signage Visibility</li><li>•Type of Building (Grade)</li></ul>	<ul style="list-style-type: none"><li>•Layout Type</li><li>•Offices vs. Open Plan Areas</li><li>•Number of employees</li><li>•Sizes of Offices &amp; Work Areas</li><li>•Equipment</li><li>•Rest Rooms</li><li>•Spacious or Efficient</li><li>•Lighting</li><li>•Quality</li><li>•Location in Building</li><li>•Building &amp; Floor Size</li></ul>

## 10. Technical Mandatory Requirements

### 10.1.1

	Comply	Not Comply
The service provider must have presence in the provinces that they are bidding for. Please furnish proof of presence by attaching statement of rates & taxes for the bidder or the sub-contractor/joint venture which is not older than 3 months.		
<b>Substantiate / Comments</b>		

### 10.1.2

	Comply	Not Comply
The service provider must have a minimum of three (3) years relevant experience in the property Industry. Please furnish three contactable references . The details should include company name, contact person and the contact number.		
<b>Substantiate / Comments</b>		

### 10.1.3

The service provider must be accredited with the relevant regulatory body in property management. Please attach valid accreditation.	Comply	Not Comply
<b>Substantiate / Comments</b>		

### 10.1.4

The service provider must provide proof of mandate if acting on behalf of the landlord.	Comply	Not Comply
<b>Substantiate / Comments</b>		

**10.1.5**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building which is accessible to clients, suppliers and people with disabilities.		
<b>Substantiate / Comments</b>		

**10.2 TECHNICAL NON-MANDATORY REQUIREMENTS****10.2.1**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building which is on the street level. Proximity to public transport		
<b>Substantiate / Comments</b>		

**10.2.2**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building with adequate parking on site or within the vicinity, available for both visitors and staff.		
<b>Substantiate / Comments</b>		

**10.2.3**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building which is Grade A and B.		
<b>Substantiate / Comments</b>		

**10.2.4**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building which has green potential.		
<b>Substantiate / Comments</b>		

**10.2.5**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building which has adequate space in absence of aircon.		
<b>Substantiate / Comments</b>		

**10.2.6**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building with a lease which is flexible to accommodate period, expansion, extension, termination and first right of refusal.		
<b>Substantiate / Comments</b>		

**10.2.7**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building with the following amenities or more:		
• pause area(s)		
• good conditioned rest rooms		
• Air-conditioned offices		
• Air condition remains the responsibility of the landlord		
• Option to tie in with building maintenance services		
<b>Substantiate / Comments</b>		

**10.2.8**

	<b>Comply</b>	<b>Not Comply</b>
The service provider must provide a building which is secured or a neighborhood which is safe.		
<b>Substantiate / Comments</b>		

## **SECTION: 3**

### **PRICING**

**Attach separate price schedule, stating all pricing information including rental rates, parking costs, escalation fees and operational costs:**

- 12 months with an option to renew for a further 12 months
- 24 months with an option to renew for a further 12 months
- 36 months with an option to renew for a further 24 months

## **SECTION: 4**

### **BROAD-BASED BLACK ECONOMIC EMPOWERMENT**



## B-BBEE Supplier Assessment Form

Trading name of entity

Contact person

Physical Address

Contact telephone number

Fax number

Cell phone

Email address

Percentage black shareholding

Percentage black women shareholding

Percentage white women shareholding

Do you fall within a gazetted industry  
charter?

Are you a Qualifying Small Enterprise?

(Annual turnover between R10 million  
and R50 million)

Are you an Exempt Micro Enterprise?

(Annual turnover less than R10 million)

**If you are in possession of a B-BBEE rating or scorecard, please attach the certificate.**

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible for all representations in this document and am aware of the repercussions that may arise as a result of any misrepresentation.

Name: \_\_\_\_\_ ID/Passport Number: \_\_\_\_\_

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

Position: \_\_\_\_\_

**LIST OF TENDER RETURNABLES**

- Original valid Tax Clearance Certificate.
- Latest audited annual financial statements.
- Proof that the property is not bonded. If bonded, a bank letter confirming that repayments are up to date should be submitted.
- Latest copy of municipal account(s) statement - not older than 4 months.
- Declaration of Interest form.
- Declaration of tenderer's past supply chain management practices.
- BEE rating certificate or signed and completed Sworn Affidavit.
- Completed and signed tender document.
- Shareholders Certificate with breakdown of owners and their percentage of equity.
- Names and details of Senior Management.
- Details of employees at an Operational Level.

**Failure to submit the required documents will result in the proposal being non compliant and will be disqualified.**

## Declaration of tenderer's past supply chain management practices

- 1 This tender may be disregarded if the tenderer, or any of its directors have:
  - Abused the institutions supply chain management systems;
  - Committed fraud or any other improper conduct in relation to such a system; or
  - Failed to perform on any previous contract
  
- 2 In order to give effect to the above, the following questionnaire may be completed and submitted with the tender

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).		
4.1.1	If so, furnish particulars		
4.2	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)? To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> . click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445		
4.2.1	If so, furnish particulars		
4.3	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?		
4.3.1	If so, furnish particulars		
4.4.	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?		
4.4.1	If so, furnish particulars		

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

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, 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 quotation, 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 and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- 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 Firm (director, shareholder etc): .....

2.4 Firm Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

\* "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; or
- (e) Parliament.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....

Name of state institution to which the person is connected: .....

Position occupied in the state institution: .....

Any other particulars: .....

.....

2.8 Did you or your spouse, or any of the firm's directors / YES / NO  
shareholders / members or their spouses conduct business  
with the state in the previous twelve months?

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

**YES / NO**

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?

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

**YES / NO**

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?

2.10.1 If so, furnish particulars.  
.....  
.....  
.....

**YES / NO**

2.11 Do you or any of the directors /shareholders/ members of  
the firm have any interest in any other related companies  
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:  
.....  
.....  
.....

**DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1  
ABOVE IS CORRECT.

I ACCEPT THAT THE STATE/NEF MAY ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT ISSUED BY  
NATIONAL TREASURY SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder