



# Road Traffic Management Corporation

**LEASING OF RTMC HEAD OFFICE SPACE  
FOR A PERIOD OF THREE (03) YEARS  
WITH AN OPTION TO EXTEND FOR  
FURTHER TWO (02) YEARS**

**RTMC BID NO: 20/2021/22**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. Proprietary Information

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

### 2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **06 January 2021**.

Name	RTMC
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 2.2 All the documentation submitted in response to this bid must be in English.

- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### 3. Validity Period

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

### 4. Supplier Performance Management

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.

- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

## 5. Instructions on submission of Bids

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5.1 Bids should be submitted as follows:

### 5.1.1 Technical envelopes

- Two (2) copies for technical responses/functional evaluation (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

### 5.1.2 Financial envelopes

- Pricing schedule should be submitted separately Two (2) copies (1 Original and 1 copy)
- PDF soft copy in a memory stick of the pricing schedule (to be enclosed in the envelope which contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 20/2021/22 Leasing of RTMC Head office space for a period of three (03) years with an option to extend for further two (02) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157 by no later than 11:00 am on 11 January 2021.**

### 5.4 Compulsory Briefing session: Online/Virtual

5.4.1 The online/Virtual compulsory briefing session will be held on **13 December 2021 at 10:00am.**

5.4.2 Bidders are required to register for a compulsory briefing session by submitting necessary information to [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) by not later than **10 December 2021 at 14:00pm** in order to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

**Bidder/s who fail to comply with the above requirement will not be considered the compulsory briefing session.**

5.4.3 Upon registration a link will be shared with the bidders to enable them to participate on the stated virtual meeting.

5.4.4 Bidders will be required to login using their company name, thirty (30) minutes before the starting time of the briefing session to allow for a virtual registration. Example, if the session starts at 10:00am bidders will be allowed to login at 09:30am and session will start promptly at 10:00am. No bidder/s will be allowed in the briefing session past the starting time.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

**NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

5.8 Bid received by email, facsimile or similar medium will not be considered.

5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.10 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC regarding anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

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- 6.1 The bidder accepts that all costs incurred in preparation, presentation, and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

## **7. RTMC's Rights**

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- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.
- 7.6 The RTMC acknowledge and agree that all data and Personal Information provided by the bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.
- 7.7 The RTMC hereby undertakes–
- 7.7.1 in favour of the bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;
  - 7.7.2 to use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid; and
  - 7.7.3 not process Personal Information for any purpose other than to perform its obligations under this bid.

## **8. Supplier Development and Promotion of Emerging Black Owned Service Provider**

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- 8.1** The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2** It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

- 8.3** To give effect to this requirement, bidders are required to submit a partnership/ sub-contracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

## **9. SPECIAL INSTRUCTIONS TO BIDDERS**

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- 9.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 9.3** RTMC reserves the right to determine the number of service providers.
- 9.4** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 9.5** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.6** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.7** The contract with the successful bidder will be effective from the required occupation date including the relocation period that will be prior to occupation.
- 9.8** Should unforeseen circumstances arise that are related to the provisioning of the Leased Accommodation and are currently excluded, RTMC reserves the right to contact the service provider and negotiate its inclusion in the contract.
- 9.9** Building must comply with the required safety and regulatory standards (OHS, fire extinguishers, fire hoses, fire escape doors and smoke detectors) and these should be maintained and serviced regularly by the Landlord. Prior to occupation that the building is fumigated against any kind of pests, insects, etc. and must provide proof that the building was fumigated.
- 9.10** If there are multi tenants, provide names and detail of business
- 9.11** RTMC may require the potential bidder to make a provision for an armoury that is in compliance with Firearms Control Act 60 of 2000 as well SABS code 953/1 and 953/2 should the need arise.
- 9.12** In terms of technology and communications, the property on offer must have the following: -

- 9.12.1 Power supply: backup generator to run all the lights, computers, server room and its air conditioning, Call Centre and reception. Alternatively, a back-up generator to run all the lights, lifts, computers, server room and all air conditioning.
- 9.12.2 Provision for Telecommunication DB box.
- 9.12.3 Power and network cabling compatibility.
- 9.12.4 Fibre
- 9.12.5 Server room should have at least 1.5m clearance in front and behind rack
- 9.12.6 Ensure that the server room allows for extra space for a raised ramp to bring racks into the server room
- 9.12.7 The Server room should also consider routing of cat 5 cables which will need to be routed through the building and be separated from power cables
- 9.12.8 Bidders must ensure that the server room is not positioned anywhere near where there are waterworks, sewage pipes, etc
- 9.12.9 Bidders must note that there is a Disaster Recovery room with equipment that needs to be relocated to new office premises.

**NB:** RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.



## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

### 1. PURPOSE

- 1.1 The purpose of this bid is to invite suitable qualified service providers for the leasing of office space to the Corporation for a period of three (03) years with an option to extend for a period not exceeding two (02) years in Centurion area. The offered office building must be ready for occupation as of **1 April 2022**.

### 2. BACKGROUND

- 2.1 The RTMC was established in terms of section 3 of the Road Traffic Management Corporation Act, Act 20 of 1999 ("RTMC Act") and listed as a Schedule 3A public entity in terms of the Public Finance Management Act No 1 of 1999.
- 2.2 The mandate of the RTMC is derived from the provisions of the RTMC Act, which provides, in the public interest, for co-operative and coordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters by the national, provincial and local spheres of Government.
- 2.3 The RTMC is looking for office space that is within the Centurion area wherein its head office is currently located. The office space required should be a single occupancy office given the nature of work that is conducted by the RTMC.
- 2.4 The RTMC occupation date should be from 01 April 2022 with beneficial occupation from 15 March 2022. Any alterations/refurbishments by the bidder in order to meet RTMC's requirements will have to be completed prior to the beneficial occupation date of 15 March 2022.

### 3. DETAILED SPECIFICATION AND SCOPE OF WORK

Building Standard Facilities Requirements		
Item No.	Description	Specification
1.	Property Size	Gross Rentable Area of between 8000m <sup>2</sup> to 9000m <sup>2</sup> on occupation
2.	Property Grade	B Grade (per SAPOA specifications)

3	Property Information	<p>Bid proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> <li>• Physical address, stand number,</li> <li>• Details of all partners to the offer,</li> <li>• Detailed rental option,</li> <li>• Tenant installation allowance,</li> <li>• Building layout drawings/ plans</li> <li>• Building insurance information</li> </ul>
4.	Parking Facilities	<p>Require a minimum of 280 parking bays</p> <p>Bid proposal should have a detailed layout of the following types of parking areas i.e.</p> <ul style="list-style-type: none"> <li>• Basement,</li> <li>• Shaded,</li> <li>• Open parking bays</li> <li>• Delivery and/ or drop off zone</li> <li>• Disabled Parking</li> <li>• Including parking for 2 busses, 2 trucks (MVTs trucks), 2 trailers (Venter Trailers, 4 meters, and 6 meters trailers, motorbike trailers) and motorcycles.</li> </ul>
5.	<p>Building should be in a secured and safe area.</p> <p>Required security features</p>	<p>The building should have an integrated electronic security system [IESS] to ensure that all incidents are recorded electronically and are available when required. The envisaged system should provide for the following, viz.</p> <ul style="list-style-type: none"> <li>• Network Video Recorders with storage capacity of 45 days minimum, Close circuit television [IP], biometric access control, proper control room, intruder detection system, alarm system, Visitor management system, time and attendance, PA system, etc.</li> </ul> <p>The bid proposal should clearly outline the provision of an Integrated Electronic Security System of the</p>

		<p>building, amongst others inclusive of the below mentioned:</p> <ul style="list-style-type: none"> <li>• Electronic Access Control system</li> <li>• CCTV SYSTEM</li> <li>• Electronic security monitoring room</li> <li>• Perimeter boundary walls</li> <li>• Electric Fence and Energizers</li> <li>• Gate Motors/Security Doors</li> <li>• Perimeter Security lights</li> <li>• Public announcement system linked to fire-alarm system</li> </ul> <p>The above required system shall be provided in all critical areas.</p>
6.	Proximity to the building	<ul style="list-style-type: none"> <li>• Main Roads</li> <li>• Pedestrian Walkways</li> <li>• Accessible by people with disabilities</li> <li>• Nearby public transport</li> </ul>
7.	Building Compliance	<p>Following certificates of compliance must be in place on occupation:</p> <ul style="list-style-type: none"> <li>• Mechanical (plumbing, elevators/lifts, heating and air-conditioning systems)</li> <li>• Electrical, and</li> <li>• National Building Regulation and Occupation Health &amp; Safety Act</li> </ul>
8.	Accessibility of offices or building	<p>Accommodation for people with disability in compliance to the relevant Acts internally and externally.</p> <p>Easy access to all types of vehicles</p>
9.	Technology and communication	<ul style="list-style-type: none"> <li>• Power supply: 1000KVA back-up generator to run the entire building.</li> <li>• Provision for Telecommunication DB box.</li> </ul>

		<ul style="list-style-type: none"> <li>• Power and network cabling compatibility.</li> </ul>
10.	Server room	<ul style="list-style-type: none"> <li>• 7030mm x 4800mm</li> <li>• Raised floors</li> <li>• Power supplied by one 80kVA UPS</li> <li>• Fibre and microwave connectivity supplied by various Telco's</li> <li>• Fire suppression systems</li> <li>• Numerous 16A, 32A and 3phase power connections to power IT equipment</li> <li>• Fireproof</li> <li>• Cooling – 4 x 60 000 BTU air conditioners</li> <li>• 2.3m high double door</li> <li>• Bidders must note that there is a Disaster Recovery room with equipment that needs to be relocated to new office premises.</li> </ul>
11.	Lifts	<p>Lifts should comply with the SA Standard Code of Practice for the application of the National Building Regulations. The number of lifts required to service the functional areas shall be determined as per the regulation and should be detailed in the submission.</p> <p>Breakdown allowed per lift per month shall not exceed eight hours. In the event of breakdowns exceeding the allowed breakdown time, it shall be deducted as a penalty from the maintenance fee.</p>
12.	Office Space Layout	<p>Space planning services for the following;</p> <ul style="list-style-type: none"> <li>• Open plan;</li> <li>• Offices;</li> <li>• Boardrooms, meeting rooms and conference room;</li> <li>• Sick Bay;</li> <li>• Canteen area fully equipped</li> <li>• Reception area;</li> <li>• Registry strong room for archival safe keeping of</li> </ul>

		<p>Corporation's documents;</p> <ul style="list-style-type: none"> <li>• Control Room (for Security)</li> <li>• Storage space</li> <li>• Pause areas</li> <li>• Offices for management and open plan seating for staff</li> <li>• Air-conditioned offices with air conditioning the responsibility of the landlord</li> <li>• Good, conditioned rest rooms and kitchenettes</li> </ul>
13.	Health & Safety	<p>Building must comply with the required standards, OHS etc.; and should have firefighting equipment in terms of the fire requirements (fire extinguishers, fire hoses, fire escape doors and smoke detectors) and these should be maintained and serviced regularly by the Landlord.</p> <p>Prior to occupation, the building must be fumigated against any kind of pests, insects, etc. and must provide proof that the building was fumigated. Furthermore, decontamination of the premises must also be conducted with a decontamination certificate supplied.</p>
14.	Maintenance	<p>Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) and the maintenance office should be on-site:</p> <ul style="list-style-type: none"> <li>• The office premises (interior and exterior) to be fully serviced and maintained by the Landlord;</li> <li>• Turn-around time to be clearly stated on maintenance and repair work by the Landlord;</li> <li>• Proposals to allow the Road Traffic Management Corporation to do its own repairs in cases where the Landlord's turn-around time was not met and</li> </ul>

		to have the expenses reimbursed by the landlord. It is preferred that building maintenance be the responsibility of the landlord
15.	Building support services	<p>Services must be available on occupation:</p> <ul style="list-style-type: none"> <li>• Water;</li> <li>• Electricity;</li> <li>• Sanitation; and</li> <li>• Refuse removal service.</li> </ul>
16.	Corporate Identity	<ul style="list-style-type: none"> <li>• There must be potential to advertise (clear signage)</li> <li>• The office must be visible</li> </ul> <p>The proposed property/building must befit the brand / image of RTMC</p>
17.	Relocation Service	<p>Bid proposal must provide for:</p> <ul style="list-style-type: none"> <li>• Office furniture &amp; equipment removal</li> <li>• Documents removal</li> <li>• Decommissioning, removal and, commissioning of ITC infrastructure</li> <li>• Bidders must note that there is a Disaster Recovery room with equipment that needs to be relocated to new office premises.</li> </ul> <p>The successful bidder to provide relocation services from current office</p>
18.	Lease Agreement	Draft lease agreement to be attached to the bid documents
19.	Occupation date	<b>01 April 2022</b>
20.	Lease Period	<ul style="list-style-type: none"> <li>• Minimum 3 years with an option to extend for a period not exceeding 2 years</li> </ul>

# **SECTION: 3**

## **EVALUATION CRITERIA**



## EVALUATION CRITERIA

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The bid will be evaluated in the following stages:

### (a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements; bidders will be disqualified from evaluation. Below are standard mandatory requirements:

- Bidders are required to submit 2 copies [One (1) Original plus one (1) Copy] and PDF soft copy in a memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original). RTMC will not take responsibility for any disqualifications due to documents submitted on a soft copy, but not included on the original.
- All standard bidding documents must be duly completed and signed by authorised official. In case of a Joint Venture, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory briefing session

### (b) Stage 2 – Mandatory Requirements

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

### (c) Stage 3 - Functionality Evaluation

This process comprises of two steps:

- Step 1 will be on written responses/ proposals which consists of **60 points**.
- **NB:** Bidders will be required to score a minimum of **40 points** to qualify for step 2.
- Step 2 will be site inspection which consists of **40 points**.
- Bidders will be required to score a minimum of **30 points**

Bidders will be required to score at least **70 points (minimum points for step 1 and step 2)** to qualify for stage 4.

- ### (d) Stage 4 – Price and Preference Points Evaluation
- Bidders will be evaluated on on either 80/20 or 90/10 Preference Point System (i.e., 80/90 points on Price and 20/10 points on B-BBEE).

## 1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)
<b>ENVELOPE ONE (1)</b>	
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )	
Compulsory briefing certificate	
SBD1: Invitation to bid and company information	
SBD4: Declaration of interest	
SBD8: Declaration of bidder's past supply chain management practice	
SBD9: Certificate of independent bid determination	
<b>ENVELOPE TWO (2)</b>	
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick	
Pricing Schedule	
SBD6.1: Preference points claim form	

## 1.2 STAGE TWO - MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS	COMPLY (YES/NO)
<p><b>PROPERTY GRADE</b></p> <p>B Grade per South African Property Owners Association (SAPOA) specifications</p> <ul style="list-style-type: none"> <li>• Tabulate current specifications in compliance to B Grade requirements (per SAPOA specifications)</li> </ul> <p><b>Compliance Requirement</b></p> <p>Detailed prospectus to be submitted with proposal indicating building grading in compliance to the above requirement</p>	
<p><b>PROPERTY OWNERSHIP</b></p> <p>Bidder must be the owner of the property being leased. However, if the owner provides the power of attorney to act on his/her behalf, a copy of the power of attorney must be included in the submission of the bid.</p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>• Certified copy of the Title deed if owner is directly bidding or confirmation letter from the bank that the bidder is a bond holder or</li> <li>• If acting on behalf of the owner attach both certified copy of title deed and certified copy of power of attorney OR confirmation letter from the bank that the bidder is a bond holder and certified copy of power of attorney. or</li> <li>• If acting on behalf of the Trust (Confirmation letter or Trustee resolution must be attached), attach a copy of title deed or confirmation letter from the bank that the bidder is a bond holder and a certified copy of Trust Deed.</li> </ul> <p>NB: The power of attorney must contain the following:</p> <ul style="list-style-type: none"> <li>- Names of the parties concerned</li> <li>- Physical Address of authorised party</li> <li>- Spell out the duties, responsibilities and rights</li> <li>- Power of attorney must be signed and have dates</li> </ul>	

<p><b>PROPERTY SIZE</b></p> <p>Gross Leasable Area (GLA) of between 8000m<sup>2</sup> to 9000m<sup>2</sup> for occupation.</p> <p><b>Compliance Requirement</b></p> <p>Property prospectus to be attached with schematic drawings indicating the GLA size and GPS location with Physical address, stand number,</p>	
<p><b>LOCATION OF PREMISES</b></p> <p>Required building to be in Centurion.</p> <p><b>Compliance Requirement</b></p> <p>Provide GPS location Physical address, stand number</p>	
<p><b>BUILDING REQUIREMENTS</b></p> <p>The following certification of compliance must be in place</p> <ul style="list-style-type: none"> <li>• Mechanical,</li> <li>• Electrical, and</li> <li>• Fire</li> </ul> <p><b>Compliance requirement</b></p> <p>Valid Certification for each of the building requirements stated above must be submitted</p>	

### 1.3 STAGE THREE – FUNCTIONALITY CRITERIA

**NB: FUNCTIONAL EVALUATION WIL CONSIST OF TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – SITE INSPECTION**

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

CRITERIA	WEIGHTS
<b>A. AVAILABILITY OF PARKING BAYS</b>	<b>5</b>
<p><b>A minimum of 280 parking bays within the premises clearly indicating: - basement, covered/shaded, open and disable parking bays</b></p> <ul style="list-style-type: none"> <li>• Availability of +320 parking bays = 5 points</li> <li>• Availability of 280 – 319 = 2 points</li> </ul> <p><b>Compliance requirements</b> Detailed schematic layout of parking bays together with a detailed prospectus indicating the number of parking bays available (Basement, covered and opened). Parking should be onsite of the offered premises.</p>	
<b>B. SECURITY</b>	<b>15</b>
<p>Bid proposal should clearly outline the provision of available security system installed in the building, comprised of the following:</p> <ul style="list-style-type: none"> <li>• Electronic Access Control system = 5 points</li> <li>• Security fencing = 5 points</li> <li>• CCTV = 5 points</li> </ul> <p><b>Compliance requirements</b> Attach a certified copy (not older than three [03] months) of commissioning certificate of the above installed systems</p>	
<b>C. PROXIMITY OF THE BUILDING TO ANY HIGHWAY</b>	<b>5</b>
<p>The building should be within a reasonable radius of the highway</p> <ul style="list-style-type: none"> <li>• Within 1 Kilometre = 5 points</li> <li>• Between 2 – 5 kilometres = 4 points</li> <li>• Between 6 and 7 kilometres= 3 points</li> </ul> <p><b>Compliance requirement</b></p>	

Bidders to provide GPS Coordinates / locational map indicating kilometres to the nearest highway.	
<b>D. EXPERIENCE OF TEAM MANAGEMENT</b>	<b>20</b>
<p>Bidders are expected to attach CVs for each of the roles mentioned below that will be involved in managing the property</p> <p><b>(1)Account manager: = 5 points</b></p> <ul style="list-style-type: none"> <li>• 5 and above years of experience = 5 points</li> <li>• 1 to 4 years of experience = 3 points</li> </ul> <p><b>(2)Facilities specialist: = 10 points</b></p> <ul style="list-style-type: none"> <li>• 5 and above years = 10 points</li> <li>• 1 to 4 years of experience = 5 points</li> </ul> <p><b>(3)Maintenance team leader: = 5 points</b></p> <ul style="list-style-type: none"> <li>• 3 and above years = 5 points</li> <li>• 1 to 2 years of experience = 3 points</li> </ul>	
<b>E. TRACK RECORD/ PREVIOUS WORK DONE</b>	<b>15</b>
<p>The bidder must provide details of previous work done in relation to leasing of office space which will reflect experience in facilities management and customer relations</p> <ul style="list-style-type: none"> <li>• From 1 to 4 reference letters = 5 points</li> <li>• From 5 to 9 reference letters = 10 points</li> <li>• 10 and more reference letters = 15 points</li> </ul> <p><b>Compliance requirement:</b></p> <p>Bidders are required to submit reference letters where previous work was rendered. The following details must reflect on the reference letters.</p> <ul style="list-style-type: none"> <li>• Name of the institution/entity where previous work was rendered successfully,</li> <li>• Address of the institution/entity where previous work was rendered,</li> <li>• Duration/Period, and</li> <li>• Contact details.</li> <li>• Reference letters must be signed by the authorized person/s with dates</li> </ul> <p><b>NB: Failure to indicate all the above requirements of the reference letters will lead to bidders not obtaining points.</b></p>	
<b>Total</b>	<b>60</b>

**NB: Bidders will be required to score a minimum of 40 points to qualify for Step 2**

## **STEP 2: SITE INSPECTION**

<b>A. SITE INSPECTION: Knowledge of the Subject Matter</b>	<b>40</b>
<p><b>Site Inspection</b></p> <p>A site inspection will be conducted using a questionnaire based on the following variables: -</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> e.g., accessibility, ammenities, etc = <b>5 points</b></li> <li>• <b>Secured Parking:</b> e.g., open, covered/shaded/basement etc= <b>5 points</b></li> <li>• <b>Building features:</b> e.g., ablution facilities, kitchen, strong room, condition of carpets/flooring, air conditioner, finishing, must be accessible to accommodate people with disability in relation to movement, backup generator, Mechanical, Electrical and Fire = <b>10 points</b></li> <li>• <b>Security features:</b> e.g., Electronic Access Control system, security fencing and CCTV = <b>5 points</b></li> <li>• <b>Relocation project plan:</b> Bid proposal must provide for a realistic and detailed project plan that will outline amongst others the following activities: = <b>15 points</b> <ul style="list-style-type: none"> <li>➤ High level relocation approach</li> <li>➤ Compiling of the following registers in order to ensure that all equipment of the RTMC is moved in line to any statutory safety requirements (inventory list/asset register, number of offices and office layout)</li> <li>➤ Potential risks identification and mitigation plans in relation to moving from one office site to another noting the type of equipment stored in the existing office park</li> <li>➤ Start and end dates (Number of days and time) ensuring that the relocation is in time for the commencement date as stated in the</li> <li>➤ Relocation Task team including the removal service provider</li> <li>➤ Packaging and labelling in accordance to the office layout</li> <li>➤ Relocation implementation monitoring</li> </ul> </li> </ul> <p><b>NB: The relocation project plan must be submitted with the bid response.</b></p>	

<b>STEP TWO SUB TOTAL</b>	<b>40</b>
<b>OVERALL TOTAL FOR FUNCTIONALITY</b>	<b>100</b>

Bidders will be required to score at least a minimum of **30 points** on site inspection.

**NB: BIDDERS WILL BE REQUIRED TO SCORE AN OVERALL MINIMUM OF 70 POINTS IN ORDER TO QUALIFY FOR STAGE 4.**

**STAGE FOUR – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)**

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
Price	80/90
B-BBEE Rating	20/10
<b>Grand Total</b>	<b>100</b>



**SECTION: 4**  
**ANNEXURE AND**  
**STANDARD BIDDING**  
**DOCUMENTS**

**See the attached SBD forms**  
**(All SBD forms must be**  
**signed)**

## **BIDDING DOCUMENTS: GENERAL INFORMATION**

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.