



Eastern Cape Provincial Arts and Culture Council (ECPACC)

BID NUMBER: ECPACC 006/2023

CLOSING DATE: 26/05/2023

VALIDITY: 90 DAYS

CLOSING TIME: 12h00

RENTAL OF OFFICE SPACE IN EAST LONDON

NAME OF BIDDER: _____
(Company/Closed Corporation)

USE BLACK INK ONLY TO COMPLETE THIS DOCUMENT

SCHEDULE OF TENDER DOCUMENTS

1. Notice to tenderers
2. Section A (Mandatory documents)
3. Communication and Contact Persons
4. Details of bidding Enterprise
5. Scope of work
6. Functionality
7. Price and specific goals
8. Schedule of prices
9. Supplier Declaration forms SBD 4, SBD 6,1, SBD 8 & SBD 9 **(to be found on the website)**

1. NOTICE TO TENDERERS

- 1.1. The Eastern Cape Provincial Arts and Culture Council hereby invites suitably qualified and competent service providers to submit bids to tender for the Rental of Office Space in East London.
- 1.2. During the tender evaluation, the mandatory requirements will be evaluated first, followed by functionality and its only bidders who scored and met the minimum required score for functionality that will be evaluated further to price and specific goals stage.
- 1.3. Site inspections will also be conducted before the final award is made.
- 1.4. Bid documents can be obtained from the entity's website www.ecpacc.co.za
- 1.5. **ALL COMPLETED BID DOCUMENTS AS PER THE ABOVE REQUIREMENTS, ACCOMPANIED BY ALL MANDATORY/ AND OTHER REQUIREMENTS AS SET OUT HEREIN MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:**

Eastern Cape Provincial Arts and Culture Council,
16 Commissioner Street, Old Elco Building
2nd floor,
East London

- 1.6. **Bidders should ensure that bids are delivered and deposited into the Tender Box on time on or before 26 May 2023 @ 12h00 and when sent by courier services, it must be sent to the correct address and the Bid documents received anywhere else will not be accepted and thus treated as late submissions which will not be considered. Bids sent by courier services must be deposited in the tender box, if not, they will not be considered.**
- 1.7. **The evaluation of this bid will be done in three stages of evaluation as follows:**
 - (1) Responsiveness Assessment,**
 - (2) Functionality,**
 - (3) Price & Specific Goals (80/20 principle)**
- 1.8. **NB: ECPACC is NOT obliged to accept the lowest price. ECPACC also reserves the right not to appoint a service provider in respect of this bid, where it deems necessary to do so.**

**2. THE FOLLOWING ESSENTIAL PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER:.....

POSTAL ADDRESS:.....

.....

STREET ADDRESS:.....

.....

VAT REGISTRATION NO:.....

NAME OF CONTACT PERSON:.....

TELEPHONE NUMBER: CODE NUMBER.....

CELLPHONE NUMBER:.....

FACSIMILE NUMBER.....

E-MAIL:

NAME OF PERSON AUTHORIZED TO SIGN THE BID DOCUMENTS:

.....

TELEPHONE NUMBER: CODENUMBER:

CELLPHONE NUMBER:

2.1. DOCUMENTS TO BE FORWARDED WITH THIS BID

The documents, as indicated below, **must be attached to the final Bid Document.** These documents form part of the Mandatory stage of this bid. Documents requested for this stage are essential as non-compliance to the request to attach them will render your bid unacceptable and not fit for consideration.

2.2. QUALIFICATION/MANDATORY DOCUMENTATION:

- Prospective bidders are required to provide proof of registration with the Central Supplier Database (CSD report not older than 3 months)
- Submit a VALID Tax Clearance Certificate / Tax Pin
- Fully Completed and signed Standard Bidding Documents attached to the Bid
- Proof that the property is an A Grade Office Accommodation as per South African Property Owners Association (SAPOA) specification with air conditioning.
- A Valid Health and Safety certificate for the building / premises
- A Valid Occupancy Certificate / Title Deed

CONTACT PERSON _____

SIGNATURE: _____ CAPACITY: _____

PLACE: _____ DATE: _____

3. ANY ENQUIRIES REGARDING THE BIDDING DOCUMENTATION AND PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ms Bongeka Mhlaba (Supply Chain Officer)

Tel: 043 743 6187

Cell No. 079 736 7880

Email: bmhlaba@ecpacc.co.za

Contact Person: Ms Zanele Matshoba (Supply Chain Administrator)

Tel: 043 743 6187

Email: zmatshoba@ecpacc.co.za

5. SCOPE OF WORK

The Office Building must be ready for immediate occupation and be compliant with ECPACC'S specification. Compliance as may be required by law is also essential.

5.1		FACILITIES REQUIREMENTS
Description	Specifications	Services Required
Usable Office Space	<ul style="list-style-type: none"> - Minimum Requirement - 1200m² - Grade A Office as per South African Property Owners Association (SAPOA) specification with air conditioning. 	<ul style="list-style-type: none"> • Access for people living with disabilities • 1x kitchen • 2x Executive offices with PA offices attached to them • 3x Senior Management office • 8x staff offices • 1x Server Room • 1x Boardroom 2400m² • 1x Storage Room (storing cleaning material) • 1x Strong Room (filing Storage) • Offices must be under one roof • Reception area
Security and Access Control	<ul style="list-style-type: none"> -CCTV cameras, - Alarm Systems, -Security and Armed Response 	<ul style="list-style-type: none"> • 24-hour CCTV perimeter surveillance required • Alarm system must be installed. • Tenant security and access control
Building and Amenities	<ul style="list-style-type: none"> -Postal Services -Easy Access to all forms of 	Fully serviced air conditioning services

6. FUNCTIONALITY EVALUATION (STAGE 2)

An assessment of functionality will be based on the evaluation criteria noted in the table below. Each evaluation criteria in the table will carry a weighting as indicated and the bidder will be required to score minimum of 70% in order to qualify to proceed to Stage 3 of evaluation process.

	Criteria	Scoring	Weighted Score
1.	<p>Property Information and Description: The property clearly details all aspects with regards to the Building including:</p> <ul style="list-style-type: none"> • Property Description • Physical address, • Property size, • Building layout. 	<p>Proposal includes all required details and meets ECPACC's requirements. = 15 points</p> <p>Proposal partially meets ECPACC'S' requirements = 8 points</p> <p>Proposal does not meet ECPACC's requirements =0 points</p>	15

	• Amenities		
2.	Accessibility to Public Transport	Within 0,25km of public transport access point =10 points Within 0,5km of public transport access point =6 points Within 1km of public transport access point =4 points Outside 1km of public transport access point public = 0 points	10
3.	Health and Safety	A Valid Health and Safety certificate for the building /premises = 10 A Valid Occupancy Certificate / Title Deed = 10 No Valid documentation = 0	20
4.	Security As a minimum the premises must include adequate security such as fully installed alarm system, physical Access control and CCTV cameras	Full Security measures =30 Partial Security measures =15 No security measures = 0	30
5	Maintenance Proposal should clearly define maintenance plan and log methodology, setting out landlords' responsibility around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day today maintenance of the building, pest control. This should include maintenance and service delivery model or approach	Fully covers maintenance Plan =15points Proposal Partially covers maintenance matters =10 Proposal lacks maintenance plan details = 0 points	15
6	Disability Accessibility The bidder must provide a site disability floor plan. This should provide information regarding the suitability of building for different types of disabilities	Evidence of the following Ramp Access = 2 points Handrails for staircases =2 points Disabled ablution facilities with handrails= 2 points Designated disabled parking bay = 2 points Doors must be able to cater for wheelchair access (entrance at reception passageways and toilets) =2	10

NB: Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 3 (Price and Specific Goals).

7. PRICE AND SPECIFIC GOALS (STAGE 3)

This tender will be evaluated in terms of the 80/20 preferential point system where:

A maximum of 80 points will be available for pricing and 20 points for specific goals. The specific goals will be claimed as follows:

Specific goals	Points
South African citizen - who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act 200 of 1993) (REGISTRATION DOCUMENTS OF DIRECTORS)	3
Women owned enterprises (51% female owned) (ID COPIES OF DIRECTORS)	3
Persons with disabilities (CENTRAL SUPPLIER DATABASE REPORT)	2
Promotion of Youth	2
Enterprises located in the Eastern Cape Province (LEASE AGREEMENT / PROOF OF OWNERSHIP)	10
TOTAL	20

8. CONFIRMATION OF BID PRICE IN WORDS

Total Bid Price including VAT (Excluding Escalations):

R _____

Amount **in** **words:**

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N.B. PLEASE NOTE THAT ESCALATIONS WILL BE INCORPORATED ON AN AGREED PERCENTAGE AFTER THE AWARD

NAME OF THE BIDDER:

.....
.....

SIGNATURE OF BIDDER:

DATE:

Offer to be valid for 90 days from the closing date of Bid .

