

**TERMS OF REFERENCE: OFFICE RENTAL SPACE
REF NO. ECPACC/006/2023**



TERMS OF REFERENCE

RENTAL OF OFFICE SPACE



19 April 2023

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1. ABBREVIATIONS, ACRONYMS AND DEFINITIONS

TOR	TERMS OF REFERENCE
ECPACC	EASTERN CAPE PROVINCIAL ARTS AND CULTURE COUNCIL
PFMA	PUBLIC FINANCE MANAGEMENT ACT

2. BACKGROUND OF ECPACC

The Eastern Cape Provincial Arts and Culture Council (ECPACC) is a Schedule 3C Public entity of the Department of Sport Recreation Arts and Culture (DSRAC). ECPACC is looking for suitable service providers to offer office space for rental purposes as detailed below for a period of 5 years.

3. THE 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.

3.1 FACILITIES REQUIREMENTS			
	Description	Specifications	Services Required
	Usable Office Space	- Grade A Office as per South African Property Owners Association (SAPOA) specification with air conditioning	<ul style="list-style-type: none"> • Access for Disabled people • 1x kitchen • 2x Executive offices with PA offices attached to them -14m² (minimum size) • 3x Senior Management office • 8x staff offices – 9m² (minimum size) • 1x Server Room • 1x Boardroom 90m²(minimum size) • 1x Storage Room (storing cleaning material) • 1x Strong Room (filing Storage) • Offices must be under one roof • Reception area
	Security and Access Control	-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	-Postal Services	Fully serviced air conditioning services

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		<p>transport</p> <p>-OHS Compliance</p> <p>- internet fibre installation and reticulation access within the premises</p>	<p>Compliance with regard to:</p> <ul style="list-style-type: none"> • Fire and smoke detection • Evacuation procedures • Fire hose cabinets • Emergency exits • Electrical Compliance • COVID 19 Screening and PPE proto calls if need arises • Fully compliant and lift services where necessary • Cleaning of general access areas • Internet fibre installation and reticulation access must be available
	Parking bays	<p>Minimum Requirements</p> <p>-1 disable parking</p> <p>- 8 parking bays for staff</p>	Secured Parking must be under one roof or in a close proximity to the office
	Maintenance and Building Support Services	-The landlord shall be responsible for providing utilities and building services	5 years contract agreement.

4. Prequalification Criteria (Stage 1)

Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid the bid documents at the closing date and time of bid. This Phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified:

- Prospective bidders are required to provide proof of registration with the Central Supplier Database (CSD report not older than 3 month)
- 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) specifications with air conditioning.
- A Valid Health and Safety certificate for the building /premises
- A Valid Occupancy Certificate / Title Deed

5. 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.

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	Criteria	Scoring	Weighted Score	Actual Score
1.	Property Information and Description: The property clearly details all aspects with regards to the Building including: <ul style="list-style-type: none"> • Property Description • Physical address, • Property size, • Building layout. • Amenities 	<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	
2.	Accessibility to Public Transport	<p>Within 0,25km of public transport access point =10 points</p> <p>Within 0,5km of public transport access point =6 points</p> <p>Within 1km of public transport access point =4 points</p> <p>Outside 1km of public transport access point public = 0 points</p>	10	
3.	Health and Safety	<p>A Valid Health and Safety certificate for the building /premises = 10</p> <p>A Valid Occupancy Certificate / Title Deed = 10</p> <p>No Valid documentation = 0</p>	20	
4.	Security As a minimum the premises must include adequate security such as fully installed alarm system, physical Access control and CCTV cameras	<p>Full Security measures =30</p> <p>Partial Security measures =15</p> <p>No security measures = 0</p>	30	
	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	<p>Fully covers maintenance Plan =15points</p> <p>Proposal Partially covers maintenance matters =10</p> <p>Proposal lacks maintenance plan details = 0 points</p>	15	

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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	
Threshold	70		
Total	100		

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)

6. PRICE AND SPECIFIC GOALS (STAGE 3)

The 80/20 preferential points system will apply. Points for specific goals will be claimed as follows:

Specific Goal	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)	3
(REGISTRATION DOCUMENTS OF DIRECTORS)	
Women owned enterprises (51% female owned)	3
(ID COPIES OF DIRECTORS)	
Persons with disabilities	2
(CENTRAL SUPPLIER DATABASE REPORT)	
Promotion of Youth	2
Enterprises located in the Eastern Cape Province	10
(LEASE AGREEMENT / PROOF OF OWNERSHIP)	
TOTAL	20

7. Submission Procedure

The deadline for submission of proposals is the **26th May 2023 at 12h00**. Service providers are expected to submit the following:

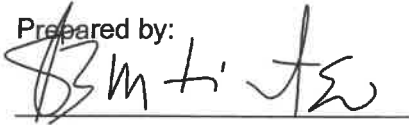
- a) The proposal may be hand delivered at the tender box of ECPACC offices located at: No.16 Commissioner Street, Old Elco Building – Second Floor, East London.
- b) The proposal must correspond and be exact to the specification prescribed in this communication and be VAT inclusive.
- c) All enquiries should be directed to SCM Officer at bmhlaba@ecpacc.co.za

8. Bidders shall take note of the following bid conditions

- a) Bidders must be registered with the National Treasury Central Supplier Database (CSD).
- b) Eastern Cape Provincial Arts and Culture Council does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- c) The award of this bid may be subjected to price negotiation with the preferred bidder(s)
- d) Bids which are late, incomplete or unsigned will not be accepted.
- e) ECPACC reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- f) Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process.
- g) Service providers who are not registered with the National Treasury Central Database of Suppliers must visit www.csd@treasury.gov.za to register their companies, after the completion of the registration report, a summary report must be included to their bid documents
 - Company Profile
 - A copy of your CSD Report
 - A complete attached SBD 4.
 - Copy of SARS tax clearance certificate
 - Certified Copy or an original B-BBEE Certificate OR a Sworn Affidavit
 - Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid.
- g) Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.
- h) In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to contractors who reside within Eastern Cape
- i) Bids submitted are to hold good for a period of 90 days

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Prepared by:



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Date: 19 / 04 / 2023

Approved by:



Mr. Monde Nkasawe
Chief Executive Officer – ECPACC

Date: 19 / 04 / 2023