

**TERMS OF REFERENCE FOR LEASING OF
CORPORATE OFFICE ACCOMMODATION**

Tender Number	ASA 01/2022
Date of issue	25 February 2022
Bid Closing date	17 March 2022 12:00
Compulsory Briefing Session	09 March 2022 10:00am
Submissions	Dmamaregane@agrement.co.za

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

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2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:

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1. BACKGROUND

Agrément South Africa was established in 1969 and was operating within the Council for Scientific and Industrial Research (CSIR) under the auspices of its Built Environment Unit. In December 2015, Agrément South Africa was recognised as an independent agency that could provide an impartial judgment in the evaluation of innovative construction products and systems in the interests of the consumer and the construction industry at large.

Agrément South Africa Act was accented by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity from 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works and Infrastructure.

2. OBJECTIVE

The primary objective of this request for proposal is to invite service providers to submit proposals to ASA to provide leasing of Corporate Office Accommodation.

3. PROJECT/CONTRACT PERIOD

The contract period will be for five (5) years commencing 01 July 2022.

4. SCOPE OF PROJECT

Provision of a building in the specified area which ASA can lease for a period of five (5) years with an option to extend.

5. BUILDING SPECIFICATIONS

Proposals should include all the below services required:

5.1 Office Location

The office accommodation should be within 6km radius of the current accommodation (CSIR Scientia Campus, Meiring Naudé Road, Brummeria, Pretoria)

5.2 Office Space Requirements

ASA requires an estimate of as follows:

- Minimum 1125 – 1150 square meters inclusive of office accommodation, storage/records office, and parking bays.

ASA will not consider any office space requirements that fall out of the range cited above.

5.3 Parking

Parking must be provided within the same building and must be safe, secure and access controlled. The parking must also include disability parking. The parking bays must not be less than 45.

5.4 Lease Period

The lease period will be for a period of five (5) years with an option to extend.

5.5 Occupation Date

The building should be completed and ready for occupation by 01 July 2022. The prospective lessor will be required to grant the lessee an opportunity to effect renovations and installations to the building prior to the occupation date (occupational benefits). The bidder must furthermore confirm in their proposal whether a tenant installation allowance will be made available for the lessee to effect renovations.

Note: Bidders are required to advise ASA without delay if the availability status of the property changes.

5.6 Proof of existence of Building and its Grade

The bidder must provide proof of ownership of the building and Proof of whether the building is an A, B or P grade. The proof of grading must not be older than 12 months and must be issued by an organization accredited by South African Property Owners Association (SAPOA) and or any other equivalent in line with their requirements.

5.7 Premises Accessibility

The premises must be within the vicinity of Public Transport amenities.

5.8 Disability Friendly

The premises (office and parking) must be accessible to persons living with disabilities.

5.9 Accommodation

The premises must be able to accommodate approximately 40 staff members.

5.10 Backup Electric Power Supply

The premises must have provision for back-up electricity and power supply in case of power outage.

5.11 The office accommodation structure required:

Number	Specification Description	Quantity
1.	Offices	X20
2.	Open Plan workstations	X20
3.	Filing Room-Bulk Filing Room	X1
4.	Boardrooms (One big and One small)	X2
5.	Meeting/Interview rooms	X2
6.	Lounge/Pause Area	X1
7.	Storage Room (Stationery, grocery etc)	X1
8.	Printing Room	X2
9.	Server Room	X2
10.	Reception Area	X1
11.	Kitchen	X1
12.	Staff bathrooms for females and males, including toilets for people living with disabilities. Ablution facilities to comply with National Building Regulations & Occupational Health & Safety Requirements as per National Building Regulations (NBR) (Minimum 3 either sides)	X6
13.	Parking bays for staff and visitors	X45

14.	<p>The premises must be fitted with the following equipment that must be maintained through corrective and preventative maintenance by the landlord. Bidders will be required to submit maintenance records post the evaluation process and before awarding of the contract.</p> <p>14.1 Health and Safety equipment</p> <ul style="list-style-type: none"> • Fire sprinkler system • Smoke detector system • Fire extinguisher • Hose pipes • Fire alarm system • Water supply <p>14.2 Controlled access system</p> <p>14.3 Air conditioners (both hot and cold)</p>	
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6. ADDITIONAL REQUIREMENTS

- 6.1** The building must comply with Occupational Health and Safety Act, Act No. 85 of 1993
- 6.2** The proposal must include a full description of the proposed property including the following:
- Physical Address
 - Erf number
 - Portion number
 - Floor number

Please note that **failure to submit such summary which indicates the abovementioned will result in disqualification.**

- 6.3** The below certificates must be submitted with the bid:
- Certificate of Occupancy from the Municipality, where not applicable, the Bidder must provide ASA with an explanatory note and acceptable evidence stipulating the reason for the Bidder's non-compliance with the National Building Regulations and Building Standards Act, Act No. 103 of 1997, as amended.

Bidders must be advised that ASA will assess the submitted evidence accordingly. Failure to submit either the certificate of the necessary note and evidence will result in disqualification.

- Certified copy of the title deed confirming ownership of the building or Ghost Conveyance report (latest). **Please include an explanatory note in your proposal that provides insight into the title deed, for example, whether the Bidder submits a Certificate of Consolidated title as proof of ownership, please explain the background of said document.**

- 6.4 Escalation cost must be provided in the submission.
- 6.5 Bidder must indicate the estimated tenant installation allowance to be received by ASA as indicated in clause 5.5.
- 6.6 Compulsory Site Inspection of the building will be conducted only for the bidders who meet the minimum functionality criteria.

7. CONTENT OF SUBMISSIONS – VERY IMPORTANT

- 7.1 Provide a proposal as per the scope of work above.
- 7.2 Provide budgetary pricing by completing the attached SBD 3.3 form.
- 7.3 Provide description of your organization, its primary business activity, previous and current clients, experience, management, shareholders, partners, directors including name, position, race, and gender, etc.
- 7.4 Bidders must have a minimum of three (3) years' experience in the provision of corporate office accommodation related business and submit related reference letter as proof of the required experience.
- 7.5 Registration of the company/organization with relevant legislative professional industry association (e.g. SAPOA).
- 7.6 Bidders shall make the property available for viewing during further evaluation of the proposed office space. This will occur at a time determined by the ASA team.
- 7.7 All applicable compliance certificates.
- 7.8 Certified copy of BBBEE certificate. Please note: BBBEE Certificate issued by CIPC will be verified with CIPC.
- 7.9 Fully completed and signed SBD 1; 4; 3.3; 6.1; 7.2; 8 and 9 forms.

7.10 The successful bidder will be required at a contract level to declare any encumbrances against the property.

8. SCORING GRID (TO BE LINKED WITH EVALUATION PROCESS UNDER 12)

No	Requirement	Criteria	Score
8.1	Years of experience in the provision of corporate office accommodation and related business services and submission of relevant reference letters as proof thereof	<ul style="list-style-type: none"> • More than 5 years • 3-5 years • < 3 years 	<ul style="list-style-type: none"> • 5 • 3 • 0
8.2	Location of the building is within 6km radius of the current accommodation (Yellow-wood Rd, Brummeria, Pretoria, 0001)	<ul style="list-style-type: none"> • Location within 6km radius • Location is above 6km radius 	<ul style="list-style-type: none"> • 5 • 0
8.3	Requirements of the building: Office space must be at least 1125 – 1150 square meters inclusive of office accommodation, storage/records office, parking bays and lab	<ul style="list-style-type: none"> • Office space is within 1125 – 1150 square meters • Office space is less than 1125 square meters 	<ul style="list-style-type: none"> • 5 • 0
8.4	Certified copy of the Title Deed Attach proof of ownership through title deed or Ghost Conveyance report	<ul style="list-style-type: none"> • Certified copy of Title Deed or Ghost Conveyance report submitted. • No certified copy of Title 	<ul style="list-style-type: none"> • 5 • 0

		Deed or Ghost Conveyance report submitted.	
8.5	<p>Parking requirements</p> <p>Provision of adequate safe parking secure on-site parking and at least 45 parking bays (pictures of marked parking bays attached)</p>	<ul style="list-style-type: none"> • Safe, secure and on-site parking bays at minimum 45 bays (pictures attached and clearly demarcated) • Unsecure and insufficient parking bays/no pictures attached 	<ul style="list-style-type: none"> • 5 • 0
8.6	Certificate of Occupancy from the Municipality	<ul style="list-style-type: none"> • Certificate submitted • Certificate not submitted 	<ul style="list-style-type: none"> • 5 • 0
8.7	<p>Proof of grading of the building not older than 12 months issued by organization accredited by SAPOA:</p> <ul style="list-style-type: none"> • A-Grade building, B-Grade building, or P-Grade building <p>Accreditation by SAPOA of the organization issuing proof of grading will be verified</p>	<ul style="list-style-type: none"> • Valid grading certificate submitted. • Invalid certificate/Not submitted. 	<ul style="list-style-type: none"> • 5 • 0

8.8	<p>Zoning of premises</p> <p>Provide verifiable Town Planning certificate from local municipality confirming zoning is either commercial office or public buildings.</p>	<ul style="list-style-type: none"> • Valid municipality issued zoning certificate submitted. • Invalid zoning certificates/Not submitted 	<ul style="list-style-type: none"> • 5 • 0
8.9	<p>A copy of the utility bill for the preceding 3 months.</p> <p>Link the utility bill to the proposed property (i.e. Physical address, ERF number).</p>	<ul style="list-style-type: none"> • Utility bill for the preceding 3 months submitted. • Utility bill for the preceding 3 months not submitted. 	<ul style="list-style-type: none"> • 5 • 0

9. BUDGET (COST ESTIMATION)

The 80/20 evaluation criteria will be utilized.

10. CLOSING DATE

The closing date for submissions to be considered for this project shall be 17 March 2022.

11. COMPULSORY BRIEFING SESSION

A compulsory briefing session will be held on 09 March 2022 @10h00 via MS Team. Prospective bidders must register their interest to attend by sending an email to Dmamaregane@agrement.co.za by no later than 08 March 2022 15h00.

12. PAYMENT TERMS

ASA undertakes to pay valid invoices in full within 30 days from statement date for work done to its satisfaction upon presentation of a substantiated claim. ASA shall not pay for any unproductive or duplicated time spent by the service provider on any assignment because of staff changes, inefficiencies, or rework.

13. EVALUATION PROCESS

All bids duly lodged will be evaluated on the functionality and price. The evaluation of this bid will be conducted in two stages, namely:

- Submission
- Site Inspection

Note: Site inspection evaluation will be by consensus amongst site visitors/inspectors.

12. The evaluation criteria and weighting for measuring functionality are shown below:

No	Criterion	Weighting
12.1	Years of experience in the corporate office accommodation related business and submit related reference letter.	10%
12.2	Location of the building is within 6km radius of the current accommodation (Yellow-wood Rd, Brummeria, Pretoria)	10%
12.3	Requirements of the building is approximately between 1125 – 1150 square meters inclusive of office accommodation, storage/records office, and parking bays.	10%
12.4	Certified copy of the Title Deed (Attach proof of ownership through certified title deed or Ghost Conveyance report).	15%
12.5	Parking requirements (Provision of adequate safe, secure on-site parking and at least 10 parking bays – pictures of marked parking bays attached)	10%
12.6	Certificate of Occupancy from the Municipality or evidence attached	10%
12.7	Proof of Grading of the building not older than 12 months issued by organization accredited by SAPOA (A-Grade building, B-Grade building, or P-Grade building) Accreditation by SAPOA of the organization issuing the proof of grading will be verified.	10%
12.8	Valid municipality issued zoning certificate submitted	15%
12.9	Utility bill for the preceding 3 months attached (Link the utility bill to the proposed property, e.g., Physical address of ERF number)	10%

TOTAL	100%
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Technical (Functional) Assessments' minimal acceptable requirements:

After considering the functional criteria, a bidder is considered to have passed stage 2 (Functional requirements) if the TOTAL score is equal to, or greater than 80% points.

14. Submission of Procurement Documents as pre-qualification stage (Failure to submit may result in disqualification):

- Company must be registered on Central Supplier Database (CSD)
- SBD 4, 6.1 ,8 and 9 (signed and complete)
- BBBEE certificate or sworn affidavit (if copy it must be certified and failure to submit you will not be awarded BBBEE points however you will not be disqualified)
- Quote/Pricing
- General Conditions of Contract.
- Company must attend a compulsory briefing session, register on Dmamaregane@agrement.co.za or contact number 063 792 8969.

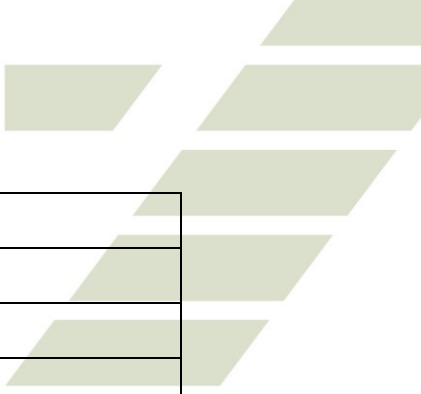
The evaluation of submitted bids will be conducted as follows:

Firstly, the bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table above. Any bid that fails to meet the overall minimum threshold or has not received a score for any individual component thresholds will be disqualified.

Thereafter, only qualifying bids will be evaluated in terms of the 80/20 preference points system, where 80 points will be allocated to price only and 20 points will be allocated in line with the bidder's BBBEE status level of contribution.

This will be carried out in accordance with the PPPFA and as follows:

BBBEE Status Level of Contributor	Number of Points
1	20
2	18



3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0