



# LEASING OF OFFICE SPACE FOR RTMC KZN REGIONAL OFFICE (DURBAN)

RTMC BID 04/2018/19

### **SECTION: 1**

# CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

Road Traffic Management Corporation

#### **CONDITIONS AND UNDERTAKINGS BY BIDER IN RESPECT OF THIS BID**

#### 1. Proprietary Information

1.1 Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the respondent to be proprietary to RTMC. 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 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 should be in writing, on the below details:

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this tender 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 supply agreement.

- 4.3 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.
- 4.4 Successful bidder(s) are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

#### 5. Instructions on submission of Bids

- 5.1 Bids should be submitted in **Five (5) copies** all bound in a sealed envelope endorsed, **RTMC**BID 04/2018/19: Leasing of Office Space for the RTMC KZN Regional Office (Durban) for a period of two (2) years with an option to extend for one (1) year.
- 5.2 The sealed envelope/s may be couried or hand deliverd to the RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng no later than 14:00 PM on 28 June 2018.
- 5.3 Compulsory briefing session will be held on the 12 June 2018, at 10:00 PM at Department of Transport, 4 Aubrey Road Pinetown (Westmead) wherein a briefing session certificate will only be issued to bidders who would have attended the 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 disqualify the bid)
- 5.4 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 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 telegram, telex, email, facsimile or similar medium will not be considered.

- 5.9 Where a bid document is not received 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 Where a bid has a **compulsory briefing session** as a condition, bidders who do not attend or send a representative **will be automatically disqualified** and bid responses will not be accepted/evaluated.
- 5.12 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

#### 6. Undertakings by the Bidder

- 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 offer 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 / site visit and the bidder shall be notified thereof <u>no later</u> than 2 (two) days before the actual presentation date. Such presentation / site visit may include presentation of requirements as they relate to this bid.
- 6.4 The successful bidder hereby accept 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

- 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 or not 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 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.

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

- **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/ subcontracting
	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. Bidders Details and Contact Person

DETAILS OF BIDDERS	
Name of your Company (in block letters)	
Signature(s) of the Bidder or assignee(s)	Date
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this Bid?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	dTraffic
Physical address (in block letters)	nent Corporation
Domicilium citandi et exc	ecutandi in the RSA (full street address) (in block letters)

DETAILS OF THE CONTACT PERSON		
Name of Contact		
Person		
Telephone Number		
-		

Fax Number	
Cellphone Number	
E-Mail Address	

#### 10. RESPONSE FORMAT

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

#### 10.1 Cover Page:

- 10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name
- 10.1.2 **Annexure 1** Invitation to Bid (SBD 1 duly completed and signed)

#### 10.2 Schedule 1:

- 10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation.
- 10.2.2 **Annexure 2** of this RFP document (Duly completed and Signed)

#### 10.3 Schedule 2:

- 10.3.1 Original and Valid Tax clearance certificate(s); please refer to annexure below:
  - **Annexure 3** Tax Clearance Certificate Requirements
- 10.3.2 Certified copies of your CIPC company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;
- 10.3.3 BEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor
- 10.3.4 **Annexure 4** Declaration of Interest (SDB 4)
  - Note: Bidders must not declare their pricing on SBD 4 document
- 10.3.5 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)
- 10.3.6 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)
  - **Note:** If a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/ JV member or subcontractor.

#### 10.4 Schedule 3:

10.4.1 Responses to Section two of this document, in line with the format indicated in this bid document.

#### 10.5 Schedule 4:

- 10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. The price schedule must be submitted on a separate sealed envelope.
- 10.5.2 **Annexure 7** Price Schedule Summary
- 10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1)

NB: All requirements to Schedule 4 including pricing must be submitted in a separate envelope. Failure to submit pricing on a separate envelope will be a disqualification.

#### 11. SPECIAL INSTRUCTIONS TO BIDDERS

- 11.1 Bidders shall provide full and accurate answers to the questions posed in this document. Bidders **must** substantiate their response to all questions, including full details on how their proposal will address specific technical requirements by RTMC. All documents as indicated must be supplied as part of the bid response.
- 11.2 The contract with the successful bidder will be effective from the required occupation date including the relocation period that will be prior to occupation.
- 11.3 Should unforseen 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.
- 11.4 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.
- 11.5 In terms of technology and communications, the property on offer must have the following:-
  - 11.5.1 Power supply and backup generator to run all the lights, computers, server room and its air conditioning.
  - 11.5.2 Provision for Telecommunication DB box.
  - 11.5.3 Power and network cabling compatibility.

#### 12. EVALUATION CRITERIA

The bid will be evaluated in three stages.

- (a) <u>Stage 1</u> will be on Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.
- (b) <u>Stage 2</u> will be on Functionality Requirements which is **100** points. Only bidders that meet the minimum requirements for Stage 2 (60 points) will be eligible for consideration in Stage 3.

However Funtionality will be divided into two parts:

Part 1 will be evaluated on written responses which will be out of 40 points.

Part 2 will be on Site inspection which will be 60 points. Bidders must score minimum of 50 points on part 2

(c) Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

#### 12.1 STAGE 1 - MANDATORY REQUIREMENTS

(1) MANDATORY REQUIREMENT	Comply (Yes / No)
PROPERTY OWNERSHIP	
Bidder must be the owner of the property being leased. Alternatively	
must be the authorised representative of the owner and the mandate	TIT
should be in line with the validity of the tender (120 days)	and the same
Compliance Requirement	ташоп
Submission of proof of ownership or signed principle representative	
agreement must be in place.	
(2) MANDATORY REQUIREMENT	Comply (Yes / No)
AVAILABILITY OF PARKING	
Bidder must provide a minimum of 10 Parking bays	
Compliance Requirement	
Property prospectus or full property description to be attached with	
schematic drawings. (attach proof of agreement if parking is not within	
the same premises as office space)	

(3) MANDATORY REQUIREMENT	Comply (Yes / No)
LOCATION OF PREMISES	
Required building must be located in the following area/s; Durban CBD ("except downtown")/ MorningSide/ Musgrave Area/ Westville or Glenwood.	
Compliance requirements:	
Attach Munucipal account not older than 3 months or GPS of the location to be attached	

# NOTE: A BIDDER WHO FAILS TO MEET ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

#### 12.2 STAGE 2 – FUNCTIONALITY CRITERIA

12.2.1 This stage will be based on written proposals and shall be evaluated based on the following parameters for functionality:

#### (a) PART 1

FUNCTIONAL TECHNICAL EVALUATION	40
Written Responses	
AVAILABLITY OF PARKING BAYS	
Bidders are required to provide atleast a minimum of 10 parking bays	
Onsite /within the same premises of office to be leased/ accommodation = 10 points	ation
500 metres and below away for the premises is = 5 points	
Requirements: Detailed layout plan	
SECURITY	20
Bid proposal should clearly outline the provision of security for the building:	
Access Control system	
<ul> <li>Physical recording by security( incoming and outgoing movement of people/vehicles)</li> </ul>	

or	
o Biometric acess	
or	
o Tag system	
Requirements: Affividavit authorised by SAPS or declaration by the bidder confirming availability/existence of any of the above	
TRACK RECORD	10
The bidder must be able to outline the following:	
Experience in facilities management and customer relations	
1 or more reference/s of letting or leasing = 10 points	
Requirements: proof in a form of a letter/s by bidder indicating or confirming	
Requirements: proof in a form of a letter/s by bidder indicating or confirming the above (reference letter/s must reflect the duration of each contract, details	

#### NB: THE ABOVE WOULD BE VERIFIED DURING THE SITE INSPECTION

#### (b) PART B (COMPULSORY SITE INSPECTION)

A .PROPERTY INFORMATION
Site Inspection 60
A site inspection will be conducted using a questionnaire based on the
following variables;
Management Corporation
Location: e.g accessibility, ammenities etc = 10 points
Secured Parking: eg open, covered/shaded/basement etc= 10
points
Building features:eg ablution facilities, kitchen, strong room,
condition of carperts/flooring, airconditioner, finishings, Universal
acces for disability, back up generator, Mechanical, Electrical and Fire
etc = 30 points
acces for disability, back up generator, Mechanical, Electrical and Fire

Security features: e.g burglars, physical security, CCTV, electronic	
access etc = 10 points	
TOTAL	100
MINIMUM SCORE POINTS REQUIRED	60

NOTE (1) ONLY BIDDER'S THAT SCORE A MINIMUM OF 60 POINTS ON THE ABOVE EVALUATION CRITERIA WILL BE CONSIDERED FOR THE NEXT STAGE (Stage 3)

NOTE: (2) A SITE INSPECTION WILL BE CONDUCTED TO CORROBERATE INFORMATION SUBMITTED. SHOULD IT BE FOUND THAT BIDDERS SUBMITTED INFORMATION THAT IS FALSE, THEY WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER EVALUATION

### EACH PANEL MEMBER WILL RATE EACH INDIVIDUAL CRITERION ON THE SCORE SHEET USING THE FOLLOWING SCALE:

Value	Description
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non Compliant	Does not comply to the requirements



#### 12.3 STAGE 3 - PREFERENCE POINT SYSTEM

All bidders that will achieve the minimum qualifying score of 60 points will be considered for Stage 3, which is 80:20( pricing and BEE points) as outlined below:

CRITERIA	POINTS
Price	80
BEE	20
TOTAL	100 points



**SECTION: 2** 

### SPECIFICATION DETAILS

Road Traffic Management Corporation

#### **SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION**

#### 1. PURPOSE OF THE PROJECT

1.1 The Road Traffic Management Corporation ("RTMC") invites suitably qualified companies / service providers ("Bidders") to submit proposals/bids ("Tenders") in accordance with the rules set out in this BID for Leasing of Office Space for the RTMC KZN Regional Office (Durban) for a period of two (2) years with an option to extend for one (1) year.

NB: RENTAL CONTRACT COMMENCEMENT DATE IS 01 August 2018.

#### 2. SCOPE OF WORK AND SPECIFICATIONS

#### 2.1 Specification requirements

- 1x office to accommodate the Regional Manager
- ➤ 1 x office to accommodate the Superintendent
- ➤ 1 x open plan office to accommodate seven Road Transport Inspectors.
- 1 x open office to accommodate the Office Administrator
- ➤ 1 x secured office with glass for cash collection/ cashier office to accommodate the two Banking officers.
- A strong room for safe keeping of firearms and a safe for storage of face value documents
- ➤ 1 x boardroom
- 1 x kitchen
- 2 x toilets (male and female)
- ➤ The Corporation requires office space of +- 200m².
- ➤ Grade B property South African Property Owners Association norms and standards or equivalent standard ie Location, type of building, building purpose and users, built year, universal acces for disability and general description.
- > The following certification of compliance must be in place on or before occupation:
  - Mechanical,
  - Electrical, and
  - Fire

- > Services that must be available on occupation:
  - Water;
  - Electricity;
  - Sanitation; and
  - Refuse removal service

#### Some aspects below will form part of the service level agreement post appointment

	Building Standard Facilities Requirements			
Item	Description	Specification		
No.	<b>*</b>			
1.	Property Size	Gross Leasable Area of minimum 200m² on occupation		
2.	Property Grade	Prefrerably Grade B (per SAPOA specifications) or		
		equivalent		
3	Property Information	Bid proposal should clearly outline the following: -		
		Physical address, stand number		
		Details of all partners/director/s to the offer		
		Tenant installation allowance( if applicable)		
		Building insurance information		
4.	Secured Parking Facilities	Requires a minimum of 10 parking bays and provision		
	$\mathbf{X} \mathbf{O} \mathbf{A} 0$	be made for the following;		
_		Delivery and/ or drop off zone		
\	lanagem	Disabled Parking		
5.	Security	Bid proposal should clearly outline the provision of		
		security of the building:		
		Access Control system		
		• CCTV		
		Perimeter boundary walls ( if applicable)		
6.	Main access to the building	Bidder to outline the building proximity to the following;		
		Main Roads		
		Pedestrian Walkways		
		Amenties		

		Public transport etc.
7.	Building Compliance	Following certificates of compliance must be in place:
		mechanical,
		electrical, and
		• Fire
8.	Accessibility of offices or	Accommodation for people with disability, internally
	building	and externally, in compliance with relevant Acts
		Building must have universal access (people with
		disability)
9.	Technology and	Power supply and backup generator to run all the
	communication	lights, computers and its air conditioning.
10.	Health & Safety	Building must comply with the required standards, OHS
	1	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.
		Prior to occupation, the building must be fumigated
		against any kind of pests, insects, etc and must provide
		proof that the building was fumigated.
11.	Maintenance	Upon occupation should clearly specify the
	< 0 20	responsibilities of the Landlord around maintenance
	. N. U a. U	issues (air conditioning units, fire equipment, lifts,
1	1	electricity, fumigation, plumbing work, day-to-day
- 17	Tanagem	maintenance of the building, etc) and the maintenance
	4	office should be on-site:
		The office premises exterior to be fully serviced and
		maintained by the Landlord;
		Turn-around time to be clearly stated on
		maintenance and repair work by the Landlord;
		Bid 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 to have the expenses reimbursed by the landlord
12	Building support services	Services must be available on occupation:
		• Water;
		Electricity;
		Sanitation; and
		Refuse removal service.
13	Lease period	The duration of the lease will be for two (2) years with
		an option to extend for a one (1) year
14	Rental contract	01 August 2018
	commencement	
	date	

# Road Traffic Management Corporation

### **SECTION 3**

# PRICING PROPOSAL See below format

Road Traffic Management Corporation

#### 1 COST PROPOSAL FORMAT

- a) Leasing cost for the bidder's proposed solution should be submitted on a proposal pricing schedule.
- b) All value adds and additional costing should be outlined in the pricing proposal
- c) Annual escalation to be included
- d) Bidders must submit separate pricing envelope(s). Failure to do so will result in a disqualification of your bid response.

Section	Title: ENVELOPE TWO - PRICE PROPOSAL		
Number			
1.	Standard Bidding Documents		
	Price Schedule Summary (SBD 3.3)		
2.	Price Proposal (Excel Spreadsheet)		
	FORMA <mark>T FOR PRICING TO B</mark> E CLEARLY DETAILED BY THE BIDDER		
	Rental of office space per square meter		
	Annual escalation (if applicable)		
	Common Areas (if applicable)		
TO	Strong rooms		
K	Parking costs		
Man	NB:Once contract is in place all other costs such as municipal rates a taxes, water and electricity must be included on the monthly invoice		

## **SECTION: 4**

# ANNEXURES AND STANDARD BIDDING DOCUMENTS

#### ANNEXURE AND STANDARD BIDDING DOCUMENTS

**DOCUMENT DESCRIPTION BDGI Bid Documents General Information** Annexure 1 Invitation to Bid (SBD 1) Annexure 2 Acceptance of Bid Conditions and Bidder's Structure Annexure 3 Tax Clearance Requirements (SBD 2) Declaration of Interest (SBD 4) Annexure 4 Declaration of Bidder's Past Supply Chain Management Practices Annexure 5 (SBD 8) Certificate of Independent Bid Determination (SBD 9) Annexure 6 Template of a Detailed Price Schedule (On a separate envelope) Annexure 7

**Preference Points Claim Forms (SBD 6.1)** 

**Annexure 8** 





