



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

TERMS OF REFERENCE

FOR

CORPORATE OFFICE ACCOMMODATION

FAC/2020/038

merSETA HEAD OFFICE

Closing date: 17 December 2020, 12:00 noon

**Compulsory Virtual Briefing Session: 03
December 2020, 10:00am -12:00 noon**

Validity Period: 120 days

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1. BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998). It facilitates skills development in the following sub sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics manufacturing.

2. OBJECTIVE

The primary objective of this request for proposal is to invite landlords and agencies to submit proposals to the merSETA to provide leasing of Office Accommodation for Head office in Johannesburg.

3. PROJECT/CONTRACT PERIOD

The contract period will be for a period of five (5) years commencing 01 April 2021.

Please note that prospective Bidders are required to advise the merSETA immediately should the availability status of the property changes.

4. SCOPE OF PROJECT

Provision or identification of a building in the specified area which merSETA can lease for a period of five (5) years with an option to purchase.

5. BUILDING SPECIFICATIONS

Proposals must address the below mentioned services and should clearly indicate whether the property meets the merSETA's requirements:-

5.1. Office Location

The office accommodation should be within 6km radius of the current accommodation (95, 7th Avenue, Melville).

5.2. Office Space Requirements

The merSETA requires an estimate of the office space as follows:

- Ranging from a minimum of 4 800 to a maximum of 6 000 square meters inclusive of space allocated for parking bays e.g. 150 parking bays and storage.

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 150.

5.4. Lease Period

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

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5.5. Occupation Date

The building should be completed and ready for occupation by 01 April 2021. 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. 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 merSETA 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 or B grade. The proof of the grading must not be older than twelve (12) months and must be issued by an organization accredited by South African Property Owners Association (SAPOA) and 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 with disabilities.

5.9. Accommodation

The premises must be able to accommodate approximately two hundred (200) staff members.

5.10. Back up Electric Power Supply

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

5.11. Minimum office accommodation requirements

Number	Specification Description	Quantity
1.	Executive Manager's offices	6x offices
2.	Senior Manager's offices	15x offices
3.	Manager's offices	20x offices
4.	Client Services workstations	X4
5.	Open Plan workstations	X80 desks
6.	Filing Room –Bulk Filers Room	X1
7.	Boardrooms	X10
8.	Client Interview rooms	X4
9.	Lounge/Pause Area	X1
10.	Storage Room	X10

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11.	Printing Room	X1
12.	Server Room	X1
13.	Staff bathroom for males and females including toilets for people with disabilities. Where the premises have multiple floors, each floor must have ablution facilities with at least 4 cubicles for both male and female respectively.	X4
14.	Parking bays for staff and visitors	150 bays
15.	<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>15.1. Health and Safety equipment</p> <ul style="list-style-type: none"> • Fire sprinkler system • Smoke detector system • Fire extinguisher • Hose pipes • Fire alarm system <p>15.2. Controlled access system</p> <p>15.3. Air conditioners</p>	X1

6. REQUIREMENTS

- 6.1. The building must comply with Occupational Health and Safety Act (85 OF 1993)
- 6.2. The proposal must include a full description of the proposed property including the below:
- 6.2.1. Physical Address
- 6.2.2. ERF number
- 6.2.3. Portion number
- 6.2.4. Floor number if it is a multi-story building

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

- 6.3. The below certificates are compulsory and must be submitted with the bids:
- 6.3.1. Certificate of Occupancy from the Municipality , where not applicable, the Bidder must provide the merSETA with an explanatory note and acceptable evidence stipulating the reason for the Bidder's non-compliance with the National Buildings Regulations and Building Standards Act no 103 of 1977, as amended.
- 6.3.2. Be advised that the merSETA will assess submitted evidence accordingly. Failure to submit either the certificate or the necessary note and evidence will result in disqualification

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6.3.3. 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 the merSETA as indicated in clause 5.5.

6.6. Compulsory Site Inspection of the building will be conducted only for the bidders who met the minimum functionality criteria.

7. CONTENT OF SUBMISSIONS – VERY IMPORTANT

7.1. Provide a proposal as per the scope of work above. Please note that where explanatory notes have been requested, these must be evidenced in the scope of work;

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 five (5) years' experience in the provision corporate office accommodation and related businesses services and submit three (3) reference letters as proof of the required experience.

7.5. Registration of the bidder 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 merSETA team

7.7. All applicable compliance certificates

7.8. Certified copy of valid BBBEE certificate or affidavit. 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 businesses services and submit three (3) reference letters as proof thereof.	5 years or more	10
		3 – 5 years	5
		Less than 3 years	0

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8.2.	Location of the building is within 6km radius of the current accommodation (95, 7th Avenue, Melville).	Location within 6 Kilometers radius of the current accommodation (95, 7th Avenue, Melville).	10
		Location is above 6 Kilometers of the current accommodation.	0
8.3.	Requirements of the building: Office Space must be at least 4 800 square meters and not more than 6000 square meters.	Office space is within 4 800 and 6000 square meters.	10
		Office space is less than 4 800 or more than 6000 square meters.	0
8.4.	Certified Copy of the Title Deed Attach proof of ownership through title deed or Ghost Conveyance report	Certified copy of the Title deed or Ghost Conveyance Report submitted	10
		No	0
		Certified copy of the Title deed or Ghost Conveyance Report submitted	10
8.5.	Parking requirements Provision of adequate safe secure on-site parking and at least 150 parking bays(pictures of marked parking bays attached)	Safe, secure and on-site parking bays at a minimum of 150 bays(pictures attached & clearly demarcated)	10
		Unsecured and insufficient parking bays/no pictures attached	5
8.6.	Certificate of Occupancy from the Municipality	<ul style="list-style-type: none"> Certificates / Evidence submitted 	10
		<ul style="list-style-type: none"> Certificates or Evidence not submitted 	0
8.7.	Proof of grading of the building not older than twelve (12) months issued by organization accredited by SAPOA: <ul style="list-style-type: none"> A- Grade building or B – Grade building Accreditation by SAPOA of the organization issuing the proof of grading will be verified.	Valid grading certificates submitted	10
		Invalid certificates/Not submitted	0
8.8	Zoning of premises	Valid municipality issued zoning certificate submitted	10

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	Provide verifiable Town planning certificate from local municipality confirming zoning is either commercial office or public buildings.	Invalid zoning certificates/Not submitted	0
8.9.	A copy of the utility bill for the preceding three (3) months. Link the utility bill to the proposed property e.g. - Physical Address - ERF number	Utility bill for the preceding 3 months submitted	10
		Utility bill for the preceding 3 months not submitted	0

9. BUDGET (COST ESTIMATION)

The 90/10 evaluation criteria will be utilized.

10. CLOSING DATE

The closing date for submissions to be considered for this project shall be 17 December 2020

11. PAYMENT TERMS

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

12. EVALUATION PROCESS

All bids duly lodged will be evaluated on functionality and price.

The evaluation of this bid will be conducted in two stages namely;

- Submission
- Site Inspection

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

No	Criterion	Weighting	Minimum thresholds
12.1.	Years of experience in the corporate office accommodation related business and submit three (3) reference letters.	10%	5%

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12.2.	Location of the building is within 6 kilometres radius of the current accommodation (95, 7th Avenue, Melville).	10%	10%
12.3.	Requirements of the building is approximately between 4 800 square meters and not more than 6000 square meters.	10%	10%
12.4.	Certified Copy of the Title Deed. Attach proof of ownership through certified copy of the title deed or Ghost Conveyance report	10%	10%
12.5.	Parking requirements Provision of adequate safe secure on-site parking and at least 150 parking bays(pictures of marked parking bays attached)	10%	5%
12.6.	Certificate of Occupancy from the Municipality or evidence (attached)	10%	10%
12.7.	Proof of Grading of the building not older than 12 months issued by organization accredited by SAPOA: <ul style="list-style-type: none"> • A- Grade building or • B – Grade building Accreditation by SAPOA of the organization issuing the proof of grading will be verified	10%	10%
12.8.	Valid municipality issued zoning certificate submitted	15%	15%
12.9.	Utility bill for the preceding 3 months (attached) Link the utility bill to the proposed property e.g. <ul style="list-style-type: none"> - Physical Address - ERF number 	15%	15%
	Total	100%	90%

The overall minimum threshold for functionality will be **90%** where all individual criterion are adhered to.

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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 the qualifying bids will be evaluated in terms of the 90/10 preference points system, where 90 points will be allocated to price only and 10 points will be allocated in line with the bidder's B-BBEE status level of contribution.

This will be carried out in accordance with the PPPF Act and as follows;

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

13. NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your proposal being excluded from the evaluation process.

- 13.1. Bidders are required to attend a compulsory briefing session that will take place virtually on the 03 December 2020 at 10:00am to 12:00) via MS Teams using link below:
https://teams.microsoft.com/l/meetupjoin/19%3ameeting_MWYyOGZINWItYTRmZS00NzAwLTg1ODAtNzU2ZGQwODU4NGE1%40thread.v2/0?context=%7b%22Tid%22%3a%22c9594d66-b4c1-4a03-8be9-0cdce2d602dd%22%2c%22Oid%22%3a%22b430e586-d5fb-4e46-8798-61f414225c2c%22%7d
- 13.2. Short listed bidders may be invited to present and discuss details of their proposals.
- 13.3. Bidders should complete the merSETA tender documents; Vendor Application Form and SBD 1; 4, 3.3, 6.1, 7.2; 8 and 9 forms before their tenders are considered.
- 13.4. Tender documents should be presented to merSETA marked **“TENDER FOR HEAD OFFICE CORPORATE ACCOMMODATION”**
- 13.5. The merSETA will not be liable to reimburse any costs incurred by the bidder during the tender process.
- 13.6. Bidders should identify any work they are currently carrying out or competing for which could cause a conflict of interest, and indicate how such a conflict would be avoided.
- 13.7. Site inspection will be conducted with shortlisted bidders who met the minimum functionality criteria.
- 13.8. The merSETA will not enter into any form of a sub-lease agreement.

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14. GENERAL

- 14.1. Bidders should complete the submission register at the security then deposit their documents into the tender box available at Ground Floor Reception on or before **17 December 2020, 12H00 noon** at the address below;

95, 7th Avenue Corner Rustenburg Road
Melville
Johannesburg
2109

- 14.2. Any tender document not deposited in the marked tender box will not be considered.
14.3. Any tender document received after the closing date and time will not be considered.
14.4. Two (2) bound and one (1) unbound hard copies of the proposal must be submitted.
14.5. All correspondence to bidders will be in writing.
14.6. Bidders may attend the opening of the tender box on the closing date.
14.7. Late submissions will not be considered for this tender.

15. DISCLAIMER

The merSETA reserves the right not to appoint a bidder for this tender. The merSETA further reserves the right to split the tender with more than one bidder or award a portion of this tender to other bidders. The merSETA shall rescind a bid award or contract should a bidder be found to have violated Supply Chain Practices.

The merSETA does not bind itself to accept the lowest tender.

Authorised by : _____

Name: Ms. Disa Mjikeliso
Designation: Chief Financial Officer
Email to: tenders@merseta.org.za

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Item	Requirement			
1	Functionality	Good Working Condition	Bad Condition	Comments
	(criteria)			
1.1.	Floor carrying capacity			
1.2.	Lift			
1.3.	Water Pressure			
1.4.	Water Tank			
1.5.	Power Points			
1.6.	Sufficient Lighting			
1.7.	Backup Power Supply			
1.8.	Floor plans			
2	Occupational Health and Safety Act (85 of 1993) requirements			
2.1.	Disability access			
2.2.	Wheelchair access to the toilets			
2.3.	Fire escape routes			
2.4.	Handrails			
2.5.	Demarcated assembly point and related signage			
2.6.	Toilets for Disabled persons			
3	Security			
3.1.	Security Provision			
3.2.	Existing surveillance cameras (Optional)			
3.3.	Exit / entry point security guard (Controlled Access)			
3.4.	secure parking area			
4	Accessibility			
4.1.	Within Walking Distance			
4.2.	Public transport availability			
4.3.	Within Walking Distance			
5	Kitchen			
5.1.	Lockable Cupboards with Benchtops in good condition			
5.2.	Power points for boilers / kettles			
6	Heating / Air Conditioning			
6.1.	Adequately operational air condition system in good working order			

6km Radius

6km radius

