

Appointment of an Estate Agent or Property Management Company for Leasing of Corporate Office Accommodation - Western Cape - Gauteng North - KwaZulu Natal and Mpumalanga - FAC/2021/012 - FAC/2021/013 - FAC/2021/014 - FAC/2021/015 Briefing Session Question and Answers (04 October 2021 at 10h00 to 11h00)

Non-Compulsory Briefings Session Date - 04 October 2021

Verbal Question during the Briefing Session		
Questions during the briefing Session		
Comments on MS Teams		
E-mail Question		
Question	Answer	
1	<p>The question was related to what you started talking about, regarding to the Commission payable, there is a SBD 3.3 pricing schedule form, so I understand we must leave that one blank because it is not applicable in this case. The merSETA to is not liable for payment of commission of any kind. Is this correct? The the SBD 3.3 is for professional services, so it has a breakdown for professional services. The terms of rate levels, personal position, etc. So it is not for the property itself, so there's confusion. In effect we don't need to submit a SBD 3.3 because this tender is not for a professional service.</p>	<p>Were you making reference to the Commission between the landlord and the estate agent? We would still need to know what rent is payable monthly.</p> <p>Noted, merSETA will upload SBD3.1. Providers can complete either one of these SBD's. Whether you completed SBD 3.3 or 3.1, please ensure that you write the ceiling price. Please also provide a spreadsheet of the breakdown of the rental costs over the period. Please clearly indicate on SBD3.3 or SBD3.1 that the spreadsheet or pricing table on the rental breakdown is attached.</p>
2	<p>Yeah, I needed to test my understanding here. If the tender would be considered responsive is one at liberty to submit a tender or only for Pretoria and/or Mpumalanga? Or do we have to submit a complete tender for all the offices as advertised?</p>	<p>Each submission must be separate, please Sir. For clarity purposes you are allowed to submit a bid for only one province. That will be in order. But should you wish to submit for all four provinces, each tender needs to be separate. In it's own envelope clearly marked with the correct tender number.</p>
3	<p>Point 5.2 on Office Space requirements - Please clarify if the 300-500sqm is only for the OFFICE SPACE or includes parking space</p>	<p>That will be only for office space. This does not include parking space. The parking sizes differ, although most of them are standard, we don't include the parkings in the office space required. This is why we specify how many parkings we require. So 300 to 500, this is only the GLA excluding parking bays .</p>
4	<p>Is the 300 to 500 squares usable or GLO? How are you gonna evaluate your tender and installation? Does the landlord pay portion and merSETA to pays a portion? This will mess it up if there are overruns on what the landlord offers.</p>	<p>This is usable.</p> <p>It is standard practise for the landlord to make a tenant installation available. If there is an overrun then that will be discussed at a later stage. It also will depend on the possible offices space and what is required. So this this will be determined at a later stage.</p>
5	<p>Are we in agreement that SBD 3.3 must be scratched out? We using 3.1 now.</p>	<p>Whether you completed SBD 3.3 or 3.1, please ensure that you write the ceiling price. Please also provide a spreadsheet of the breakdown of the rental costs over the period. Please clearly indicate on SBD3.3 or SBD3.1 that the spreadsheet or pricing table on the rental breakdown is attached.</p>
6	<p>Dear Sirs, this tender was also out for bid in January 2021 and thereafter cancelled. Is there a reason why tenders submitted did not meet the criteria. Thank you</p>	<p>Each bidder did not meet at different functionality criteria. Those individual companies who actually sent emails to the tender email address, were answered individually as to which areas they have not made the functionality criteria. So if Aquasky would like to know you are welcome to send an email to tenders at merseta.org.za</p>

7	I would like just to find out, will it be permitted to submit a letter of undertaking to provide an updated certificate of occupation prior to occupation of the proposed property. If an occupation certificate is not available at the time of submission due to the building being vacant or requiring renovations.	There is a provision made where we say, explanatory note can be submitted. See below snapshot 6.3. The below certificates and must be submitted with the bid: 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.
8	You have said it will be one tender per province. But if you want to tender for all other provinces, we are more than welcome. Now my question would be if in one province I've got more than one building. Does it mean that I cannot tender for more than one buildings in one province?	No, there are no limitations to the number of buildings you can submit per tender. As long as each submission is individualized and packaged as a separate submission
9	Just tell me quickly in clause 7.9 and then again in clause 13.3. You refer to the landlord in 7.9 and then refer to bidder in 13.3. Must all the detail in all your forms be for the landlord (the owner of the property)?	Yes, all the forms will be for the landlord, but what will be from the estate agent or the property management company will be the letter of mandate. Everything else like the pricing the BBBEE affidavits, company documents, SBD's and all other requirement are that of the landlord (the owner of the property). The details of the building and the landlord. It's the person that merSETA would ultimately contract with.
10	So why they use an agent if the name is only going to appear once?	In prior bids/tenders that were put out for the office accommodation. We had not successfully been able to appoint a provider.
	Correction of Error	
	Deslynn Lucas, Head Office, Finance Point 8.4 in the scoring grid under criteria third sub section reads: - Draft layout not signed off by registered professional architects submitted.	This is no longer applicable to the terms of reference. No points will be awarded
	Compliance Extras	
	SBD forms are legal documents that need to be completed in full and signed by the bidder. The following SBD forms are required to be fully completed and signed based on the tender document: SBD 1; 4, 3.3/3.1, 6.1,7.2; 8 and 9 forms. Where declaring is required please ensure that you disclose everything.	
	BBBEE Rating by Auditors and Accounting firms will not be considered as this was discontinued. (Please refer to the Tender documents for guidance regarding other acceptable BBBEE rating documents.)	
	Bidders should ensure that they submit all the statutory documents required (refer to the terms of reference)	
	It is the responsibility of the Bidder to ensure that their proposal documents are checked and are accurate before submission is made in order to avoid disqualification (Please refer to the tender	