



LEASING OF OFFICE SPACE

Free State Legislature

Bid Reference Number: **BID 02-2024/2025.**

Bid Description: **Leasing of Office Space to the Free State Legislature**

1. Conditions to Participation

- 1.1 Bids are invited for the **Leasing of Office Space** to the Free State Legislature premises.
- 1.2 Only bidders who are not blacklisted by the National Treasury, excluded to participate in public procurement in terms of FMPPLA, and who are not public representatives are legible to submit bids.
- 1.3 Bidders will be vetted of which results might be used not to appoint bidders.
- 1.4. Bidders are expected to enter into a contract with the Free State Legislature for a period not exceeding 60 months in respect of this bid.
- 1.5 The Free State Legislature reserves a right to enter into negotiations with the successful bidder(s) to the limit that the outcome of such negotiations does not materially or significantly affect and alter the conditions of this open bid.

2. Standard Documents

- 2.1 Bidders must be registered for business in South Africa in order to participate and the following documents must be attached with other bid documents.
- 2.2 Certified copies of company registration
- 2.3 Certified ID copies of all shareholders

3 A company profile

- 3.1 Bidders must submit certified copies of certificates applicable to the industry/sector, as well as affiliation in terms of appropriate legislation.
- 3.2 All certificates, documents and quotations must be valid for a period of 120 days after the closing of the bid.
- 3.3 Certificates that are not certified would not be considered.
- 3.4 Free State Legislature might confirm the validity of the certificate with relevant bodies of which outcomes might have a bearing on the legitimacy of the bidder's submission.

4. Standard Bid Documents

4.1 The following bid documents are compulsory unless otherwise stated differently in the subsequent documents of this bid.

SBD 4 Declaration of Interests as prescribed by the FSL.

Confirmation of contract as prescribed by the FSL.

4.2 Only SBD forms highlighted as compulsory must be submitted along with other documents.

4.3 Bidders must only use Free State Legislature SBD forms as distributed through an official website or those collected from the premises.

4.4 A commissioner of oath section in a form must not be left blank. Failure to secure stamp and signature for this section shall deem a document incomplete and might not be considered.

4.5 No section or question in the SBD4 shall be ignored or left unanswered. Such omissions shall render a document as incomplete.

5. STAGE 1 - Functionality Criteria

5.1 The bid will be evaluated on functionality, bidders must read the requirements carefully, take note of how points will be allocated and weighted in respect of each functionality measure. Most importantly bidders must pay attention to additional information (evidence) required in order to secure maximum points.

5.2 In order to get required points, submit documents and other information in a manner determined by the Free State Legislature for this bid (Don't use any other methods of submission applicable in other institutions)

5.3 Use prescribed forms and tables developed by the Legislature for purpose of this bid. These forms or tables are important during evaluation process to interpret information and justify allocation of points.

5.4 The first stage will be evaluated on functionality according to the criteria listed in the table below. Only suppliers who score a minimum of 70 points will be considered for the second stage of the bid.

Criteria	Allocation of points
<u>PROPERTY GRADING</u> Bid proposal should clearly outline the following: - <ul style="list-style-type: none">• A Grade (as per SAPOA specifications) (20)	20
<u>SECURITY</u> Bid proposal should clearly outline the provision of security of the building: <ul style="list-style-type: none">• Access Control system• 24/7 onsite security guards• CCTV	20

<p><u>EXPERIENCE OF TEAM MANAGEMENT</u></p> <p>Bidders are expected to provide CV's and credentials of persons that will be involved in managing the property-</p> <ul style="list-style-type: none"> • Maintenance team with experience of 3 to 4 years = 3 • Account manager 5 years of experience and above = 4 • Onsite Facilities Manager/Caretaker = 3 	10
<p><u>TRACK RECORD</u></p> <p>The bidder must be able to demonstrate the following: Experience in facilities management and reference letters for providing similar services:</p> <ul style="list-style-type: none"> • From 1 of letting or leasing = 10 points • 2 and above of letting and leasing = 20 points 	20
<p><u>PARKING FACILITIES</u></p> <p>Bid proposal should have a detailed layout of the following types of parking areas i.e.</p> <ul style="list-style-type: none"> • Basement or shaded • Disabled Parking 	10
<p><u>PROXIMITY TO 4TH RAADSAL</u></p> <p>the property must be located within the city of Bloemfontein (10 km radius) from the 4th Raadsaal.</p>	10
<p><u>RELOCATION PLAN</u></p> <p>Bid proposal must provide the Free State legislature with a realistic and detailed project plan that will outline the activities that will be done during the relocation process. The plan must outline all activities and tasks, timeframes per activity/task and required resources.</p>	10
	Total = 100

5.5 The Preference point System will be used to evaluate bids.

Bids will be evaluated on the price and equity in accordance with the Preferential Policy Framework Act (No 5 of 2000) and its subsequent regulations. The 90/10-point system will be applied in evaluating proposals that qualifies for further consideration, where price constitute 80 points and the maximum of 10 points will be awarded based on the HDI goals and the RDP goals.

5.5.1 Specific HDI (Historically Disadvantaged Individuals) goals shall be awarded as follows:

(i) at least 51% black owned is 6 points

5.5.2 Specific RDP (Reconstruction and Development Programme) goals

(i) Supplier with a verifiable and functional branch within the borders of the Free State scores 4 points

6. Tax Compliance

6.1 Only bidders who are tax compliant will be considered for appointment.

6.2 A tax compliance of a bidder will be verified during evaluation process using SARS e-filing and CSD portals.

6.3 Bidders will be informed of their tax compliance status between evaluation process and before the submission of the BAC report to the accounting officer. BEC shall make use of the contact details in the bid submission to communicate issues of compliance with a bidder and determine a date for reply or update on tax matters which will differ on bid-to-bid basis.

6.4 A failure to correct the tax non-compliance within the period determined by the BEC shall result in the elimination of a bidder.

7. Requests for clarity and additional information

7.1 During the bid evaluation process and after the closing date of a bid, the BEC shall, where necessary, formally request additional information/documents and clarity from the bidder(s).

7.2 Such information shall be presented directly to the BEC in a manner recommended by the BEC and on or before the expiry of time as determined by the BEC.

7.3 In a case a bidder fails to reply to the request or invitation to clarify and add information, the existing bid documents will be relied upon, and decision will be taken on the strength of the existing information by the BEC.

8. Prohibited Bidders

8.1 Bidders and directors that are prohibited or restricted by the National Treasury to do business with the organ of state will not be considered.

8.2 Bidders will be automatically eliminated without notice or any form of engagement.

8.3 Bidders whose shareholders are public representatives are prohibited to do business with the Legislature and such bids from such entities will not be considered.

9. Vetting

9.1 Legislature in terms of SCM Regulations shall subject shareholders of entity to vetting with the relevant authorities before appointment.

9.2 Any bidder or its shareholders and directors who do not pass vetting would not be considered for appointment by the Legislature.

9.3 It is therefore compulsory and mandatory for the bid document to include ID copies of all shareholders and directors as they appear in the company registration documents for this purpose.

10. Enquiries

10.1 Enquiries by the prospective bidders in respect of specifications and bid requirements must only be addressed to the officials mentioned in the Bid Advertisement and in a manner prescribed by the BSC.

10.2 Enquiries must be done from the date a bid is advertised and before the closing date.

10.3 Otherwise, all enquires shall be addressed during compulsory briefing session in a case a bid required one.

10.4 Compulsory briefing sessions must be attended as a register will be kept. Only bidders who attended briefing sessions will be expected to submit a bid.

11. Reporting risks and allegation of fraud and corruption

11.1 Bidders are at liberty to alert the accounting officer of the Free State Legislature of any suspicion of fraud and corruption identified on the part of other suppliers or any of the officials of the Free State Legislature at any time before the conclusion of the bid process.

11.2 Such reports can also be made on condition of anonymity.

12. Compulsory briefing session

12.1 No Briefing session

13. Closing date

13.1 Only bids received on or before date and time prescribed in the bid advertisement will be considered. No bid shall be accepted after the officials had closed a tender box.

13.2 The closing date for this bid is **17 May 2024 at 11:00 am**

13.3 Bids must be submitted in the tender box in the SCM directorate.

13.4 Every bids submission must be recorded on the register. Any bid that is not appearing on the bid register would be considered to have been deposited late and therefore will not be considered for evaluation.

13.5 Free State Legislature officials shall not be coerced by bidders or any person to open a tender box after it has been closed.

14. Award/Cancellations and Notices

14.1 The Legislature reserves the right not to appoint any bidder.

14.2 The legislature reserves the right to enter into negotiations with one or more bidders as recommended by the BAC to an extent that the outcome of the bid does not materially change the initial condition and scope of work.

14.3 The legislature reserves the right to cancel the bid in terms of the SCM regulations. Such decision shall be publicised in a platform(s) a bid was advertised.

14.4 The Free State Legislature reserves the right to appoint more than one supplier.

15. Validity of the quotes

15.1 All quotations/proposals shall be valid for a minimum of 120 days after the closing date of this bid. This will be deemed to be applicable even in a case a bidder did not explicitly state expiry date in a quote.

15.2 Bidder shall not amend the quote after the closing date and before the expiry of the 120 days.

15.3 In a case that a bid is not concluded within 120 days, the accounting officer shall grant a permission for resubmission of revised quotes to a group of suppliers on the basis of their scoring on price.

Compiled by

Free State Legislature Bid Specification Committee.