



SALGA
South African Local Government Association

RFP NO.: SALGA 21/2015

**SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY
REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE SPACE IN
KLERKSDORP FOR ITS NORTH WEST PROVINCIAL OFFICE**

CLOSING DATE: 19 AUGUST 2015 AT 11:00

TENDERS CAN BE DEPOSITED IN THE TENDER BOX AT THE RECEPTION AT:

**SALGA NATIONAL OFFICE
FIRST FLOOR, BLOCK B
MENLYN CORPORATE PARK
C/O GARSFONTEIN AND COROBAY AVENUE
WATERKLOOF GLEN
TEL: 012-369 8000**

SALGA National

Block B
Menlyn Corporate Park
175 Corobay Ave
Cnr Garsfontein Rd
Waterkloof Glen X11
Pretoria 0181
Tel: 012 369 8000
Fax: 012 369 8001

Eastern Cape

1st Floor, 3 Berea Terrace
Berea, East London 5214
Tel: 043 727 1150
Fax: 043 727 1156

Free State

Cnr Nelson Mandela Dr
& Burger St
Bloemfontein 9300
Tel: 051 47 1960
Fax: 051 430 8250

Gauteng

3rd Floor Braampark
Forum 2, 33 Hoofd St
Braamfontein 2017
Tel: 011 276 1150
Fax: 011 403 3636

KwaZulu-Natal

202 Transnet Building
3rd Floor, Smith St
Durban 4000
Tel: 013 361 1236
Fax: 013 361 1234

Limpopo

127 Marshall St
Polokwane 0699
Tel: 015 291 1400
Fax: 015 291 1402

Mpumalanga

SALGA House
11 Van Rensburg St
Nelspruit 1200
Tel: 013 752 1200
Fax: 013 752 5595

North West

Jade Square, Suite 400
Cnr O R Tambo &
Margaretha Prinsloo St
Klerksdorp 2570
Tel: 018 462 5290
Fax: 018 462 4662

Northern Cape

Crescent House
1 & 2 D'Arcy St
Kimberley 8300
Tel: 053 833 2505
Fax: 053 833 3828

Western Cape

7th Floor
Eleven Adderley
11 Adderley St
Cape Town 8000
Tel: 021 469 9800
Fax: 021 461 1936

1. INTRODUCTION

The South African Local Government Association (SALGA) is an autonomous association of municipalities with its mandate derived from the Constitution of the Republic of South Africa. This mandate defines SALGA as the voice and sole representative of local government. SALGA interfaces with parliament, the National Council of Provinces (NCOP), cabinet as well as provincial legislatures.

The association is a unitary body with a membership of 278 municipalities, with its national office based in Pretoria and offices in all nine provinces. Our strength at SALGA lies in the intellectual capital we have acquired through our people over the years and our values to be Responsive, Innovative, Dynamic and Excellent underpin all that we do. Our mission to be consultative, informed, mandated, credible and accountable ensures that we remain relevant to our members and provide value as we continuously strive to be an association that is at the cutting edge of quality and sustainable services.

Our Role

In line with its mandate SALGA has set out its role to:

- Represent, promote and protect the interests of local government
- Transform local government to enable it to fulfil its developmental role
- Raise the profile of local government
- Ensure full participation of women in local government
- Perform its role as an employer body
- Develop capacity within municipalities

Our role can thus be summarised into four key roles:

Advice and support-policy analysis, research and monitoring, knowledge exchange and support to members.

Representation-stakeholder engagement; lobbying on behalf of local government in relation to national policies and legislation

Act as an employer body- collective bargaining on behalf of our members; capacity building and municipal human resources

Strategic profiling-building the profile and image of local government locally and internationally

Our role as an organisation is effectively played out through various programmes and working groups. These working groups are responsible for facilitating:

- Cooperative governance between the spheres of government as directed by the National Executive Committee or the Provincial Executive Committees.
- Consultation, coordination and participative decision-making between SALGA and its members

2. PURPOSE

The purpose of this request for proposals is to obtain suitable office space in Klerksdorp for the SALGA provincial office in North West. SALGA is looking for two options, namely

- Rental through lease agreement, as well as
- Outright Purchase

Suitable service providers may submit bid offers either for the two options or for each option.

3. BACKGROUND

SALGA recognizes that if it is to realize its vision, it must nurture and constantly develop its winning formulae- a combination of service excellence, quality, participative management and empowerment. The organization also realizes that this will only be achieved if it continues to value and care for its member municipalities, and takes the management of employee issues and risks in the organization seriously. It is upon this background that a need for new offices was identified and that is the reason why the organization is embarking on this procurement process.

4. SCOPE OF WORK

SALGA requires a minimum of 850 sq. m office space, which must have the capacity of being extended to 1300 sq. m should SALGA so request. Ideally SALGA would want to have the building suitably fitted out to SALGA's requirements. As it is not part of SALGA's core functions, SALGA would not be involved in appointing a Professional Team and Contractors to fit out the office accommodation and expects the Landlord to do this. The Landlord must specify the tenant installation allowance.

It is important for SALGA to be informed of the time frame (considering SALGA's existing contractual obligations) when a suitable building will be ready for occupation. The location of the SALGA Office must be easily accessible from existing freeways/main roads, preferably within walking distance from public transport services, clearly visible from traffic routes and entrance from street level is required. Parking for visitors must be available on the proposed premises.

A security infrastructure for the offices will be required and it is imperative that cognizance is given to any risk/s attached to the prospective buildings to SALGA politicians, staff and visitors. The building must be disabled friendly.

4.1 BUILDING AND OFFICE SPACE REQUIREMENTS

4.1.1 Type of Premises: -The premises should be suitable for a typical administrative office environment.

4.1.2 Property/Building: - The property offered should be able to accommodate the following as net usable areas:

- **General**

Requirements are based on the premise that exclusive offices for top management are required while an open plan office layout is required for back office facilities.

- **Office Space Requirements**

To allow for the particular requirements as indicated below, the minimum total floor space required is approximately 850 sq. m (including common areas), which must have the capacity of being extended to 1300 sq. m should SALGA so request.

Apart from the normal office space requirements for staff as indicated above, the following is a summary of areas requiring particular attention and planning:

Provincial Executive Officer's Office Area

- Chairperson's Office
- PEO's Office
- PEO's personal lavatory
- Reception area

- PA's Office
- Private boardroom for 10 people
- Kitchenette

Boardrooms

- One boardroom to accommodate 30 people with catering facilities,
- Another boardroom to accommodate 40 people with catering facilities.

ICT Server Room

- Server room with suitable fire resistant storage space and dedicated air conditioning, as well as a 4 sq. m with raised floor to prevent potential water damage in the event of any water leakage in the building.

Administration Storage

- Storeroom for stationary
- Storeroom for groceries and catering equipment
- Storeroom for cleaning material
- Storeroom for cleaning equipment
- Storeroom for unused furniture or any other unused movable property
- Operations centre to accommodate three large volume copy machines
- Registry to accommodate 2 staff members, a file storage area consisting of a counter and Opti-plan type filing cabinets

Further Requirements

- General reception area
- Kitchen
- Lounge area for staff / meeting delegates to have lunch
- Resource Centre / Library
- Rest room for 2 cleaners
- Sick-bay room for ill employees

The above is not to be considered a detailed specification but should merely act as a guideline to assist the planning process.

4.1.3 THE BUILDING

The building shall comply with local authority requirements and applicable legislation. Any program to prepare the building to be compliant should be completed prior to SALGA's occupation keeping the time frames in mind. The building shall be fully disabled friendly e.g. all floors to be occupied by SALGA shall be accessible by wheel chair. Lift buttons to have braille and voice announcing lift movements. Allowance should also be made for access by guide dogs.

4.1.4 THE PARKING

Approximately 40 parking bays will be required to accommodate both SALGA staff and visitors vehicles. These parking bays provided shall be made available to SALGA on a 24 hour basis. Allowance should be made for at least 5 parking bays to accommodate persons with disabilities. All parking is to be provided within a safe and secure environment.

4.1.5 SALGA ACCOMMODATION STANDARDS

The accommodation must provide for the following accommodation standards:

- (HVAC) Heating, Ventilation and Air-Conditioning.
- Implementation of Smoking by-laws
- Toilet Facilities.
- Water Supply
- Electrical Supply
- Fire Risk management
- Uninterrupted power supply
- Emergency power supply (generators)
- Vertical Movements
- Carrying capacity of floors
- Acoustics and noise standards
- Security
- Accessibility to the building for staff members, visitors and disabled.
- Accessibility for deliveries
- Accessibility for disabled.
- Parking facilities

SALGA requires compliance certificates / confirmations in this regard.

4.1.6 HEATING, VENTILATION AND AIR CONDITIONING

The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The building should be fully air-conditioned and the air conditioning system should be sufficiently adequate to provide a summer / winter working environment compliant to industry standards. There should preferably be a maintenance contract in place.

The air conditioning installation / units should have a remaining life expectancy of at least 5 years. A Mechanical Engineer's report will be required.

4.1.7 TOILET FACILITIES

The building shall have fully functional toilet facilities available to SALGA, either new or refurbished. The following norms shall be applied:

Male staff

- One waste container for every 8 persons
- One urinal for every 15 persons
- For every two waste containers, at least one hand-wash basin with hot and cold water including a waterproof vanity slab around the basin
- A mirror of at least 1200 mm in height for the full length of the said vanity slab

Female staff

- One waste container for every 8 persons
- For every two waste containers, at least one hand-wash basin with hot and cold water including a waterproof vanity slab around the basin
- A mirror of at least 1200 mm in height for the full length of the said vanity slab

People with Disabilities

- Toilet facilities for people with disability (Visitors and Staff) have to be provided for according to National Building Regulations, SANS 0400. It must also be noted that SALGA is committed to providing suitable amenities for people with bodily constraints.

4.2 WATER SUPPLY

The municipal water supply should be metered separately.

4.3 ELECTRICAL SUPPLY

The power supply shall be metered separately. The installation is to comply with all relevant regulations and by-laws. It must be taken into account that all operational staff at SALGA are equipped with a computer. There are also a number of IT servers and other sophisticated electronic equipment being operated by SALGA. The quality and capacity / KVA of incoming power supply should thus be able to meet SALGA's requirements.

Note:

- SALGA will not contribute to any upgrading / provisioning of additional power supply to the building / site.
- An Electrical Compliance certificate must be provided to SALGA as *prima facie* proof that all electrical installations in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1.

4.3.1 POWER POINTS

Power points to be provided as per SALGA requirements with the following guidelines:

- Each person will be equipped with one single normal power point and one red dedicated power point.
- Normal power points to be provided for multifunction machines.
- The operations room will be suitably equipped for multifunction machines.
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance.

4.3.2 UPS REQUIREMENTS

SALGA will be responsible for the provision of UPS equipment to ensure that an uninterrupted power supply to all computer equipment will be available.

4.3.3 EMERGENCY POWER SUPPLY

The following areas are to be provided with Emergency power supply:

- Reception Desk
- Security Control room and equipment
- Office of the PEO
- Office of the ICT Officer
- The IT Server Room
- Passages
- Switchboard

4.3.4 LIGHTNING PROTECTION

The building shall have sufficient lightning protection. Configuration as required by the National Building Regulations

4.3.5 LIGHTING

All interior lighting shall conform to SABS 0114-1:1996. The lighting design shall take into consideration the type of work that will be performed which includes general office work and computer based work areas.

4.3.6 CONTROL

Each functional area shall have independent control of lights and emergency lights shall comply with the National building regulations.

4.3.7 DATA AND TELEPHONE CABLING

The building should allow for the installation of adequately cabling for the installation of ITC and telephone equipment.

4.4 FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety and risk management shall be in full compliance with the National Building Regulations. SABS 0040 as amended. SALGA will require that a complete Automatic Sprinkler Inspection Bureau (ASIB) report to be submitted along with all other information regarding Fire compliance.

4.5 VERTICAL MOVEMENTS

4.5.1 Stairs

Stairs should allow free and easy flow of staff.

4.5.2 Lifts, hoists & escalators

Taking into account rules TT45 to TT48 as set out in the SA Standard Code of Practice for the Application of the National Building Regulations as issued by the SABS, SALGA requires that if the building offered consists of floors not accessible from ground level by disabled persons, it shall be provided with at least one lift to be utilized as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at any given time. The minimum clear entrance to

the car shall be of such dimension that it will be accessible for a wheelchair. If the building has a basement or other parking area, the lift shall also serve that area.

The number of lifts required to service functional areas must be sufficient.

All lift buttons to have braille and lifts to have voice announcing lift movements.

It is essential that all lifts are maintained in accordance with the applicable legislation and a certificate of confirmation will be required.

Note: If the building is not fitted with lifts, hoists or escalators, it must at least have the capacity and/or capability of being fitted with such lifts, hoists or escalators at SALGA's request.

4.6 CARRYING CAPACITY OF FLOORS

Floors to allow a carrying capacity for a normal office environment. Allowance should be made for higher point loads where safes are to be installed.

4.7 ACOUSTIC AND NOISE

All outside noises shall be reduced to an acceptable level that allows people to perform their functions without undue disturbance.

4.8 SECURITY

The proposed building should preferably have a fully functional security and access control system. The system should allow for the safe entering and exiting of SALGA staff, politicians and visitors, a safe working environment and the protection of vehicles and assets.

SALGA does not object to sharing the same building with other tenants. However SALGA does not prefer to share the same floor with other tenants for security reasons.

4.9 ACCESSIBILITY TO THE BUILDING BY DISABLED

The building shall accommodate disabled people and comply with the relevant acts, regulations and municipal by-laws.

5. FINANCIAL

5.1 OPERATIONAL COSTS

SALGA requires details of all the maintenance contracts and costs pertaining to the current operational expenditure for the building for which SALGA may be liable. This must include but is not limited to:

- Windows
- Roofs
- HVAC including cleaning the diffusers inside
- UPS and emergency power maintenance
- Lightning
- Plumbing
- Common area electrical reticulation

- Grounds and gardens
- Storm water
- Washing the external windows & facades.
- Lifts maintenance
- Cleaning services
- Municipal rates
- Insurance

5.2 RENTAL AND LEASE PERIOD

In the event of a lease agreement being concluded SALGA will consider a 5 year rental period. A firm rental price for the first year is required and the escalation for the remainder of the lease period needs to be specified.

5.3 OPTION TO PURCHASE

The Lease Agreement should include an option allowing SALGA to purchase the building should it opt to do so.

5.4 TENANT INSTALLATION (TI)

The Landlord must specify the TI allowance either in a fixed amount or the equivalent monthly rentals.

6 LEGISLATIVE REQUIREMENTS

As SALGA is a Schedule 3A Public Entity, SALGA needs to operate within all the legislative requirements as contained in the Public Finance Management Act, Treasury Regulations and all other applicable legislation.

7. INFORMATION REQUIRED

7.1 PROPERTY INFORMATION

- Property street address
- Owner's name, address, city, postal code, telephone and fax numbers
- Representative name, telephone and fax numbers
- Details of all partners to this offer

7.2 LAYOUT DRAWINGS

The owner shall provide a detailed layout drawing that includes all areas required for the building to be functional including the usable space listed. Usable space in terms of South African Property Owners Association (SAPOA).

Plant rooms to be positioned in such a way that routine maintenance does not disturb operations or produce unacceptable noises during business hours. The layout drawing shall also indicate major vertical penetrations, column spacing and sizes, and any other building elements that may impact on the configuration of office layouts.

7.3 FLOOR AREAS

The owner shall provide the floor area as defined by the South African Property Owners Association Method for measuring floor areas in commercial and industrial buildings.

7.4 PROPERTY AREA

The owner shall provide the stand numbers with sizes.

8. STANDARD SPECIFICATIONS

The building shall comply with all the applicable laws and bylaws and at least the following specifications, laws or local authority requirements:

- The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.
- The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises "Code of practice
- Interior Lighting SABS 0114:1996 - Part I
- The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040)
- The Municipal by-laws and any special requirements of the local supply authority
- The local fire regulations
- The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000.

A certificate to this effect must be provided.

9. SUBMISSION

Bid documents must be submitted on or before closing date at SALGA National Offices located at First Floor, Block B Menlyn Corporate Park, 175 Corobay Avenue, Corner Garsfontein Road, Waterkloof Glen X11, Pretoria, 0181.

Please note that late bids will not be accepted.

10. ADDITIONAL INFORMATION

Any additional information required can be obtained through a written request to SCM at scm@salga.org.za.

11. EVALUATION METHODOLOGY (matrix)

11.1 COST/PRICING

Prospective bidders must provide an offer regarding the office accommodation to be provided for rental of the property as well as offer to purchase.

The rental offer must indicate the following details:

- Building,
- Leased Premises,
- Office Space square meters,
- Number of Parking Bays,
- Leased period,
- Beneficial Occupation Date,
- Commencement Date,

- Termination Date,
- Escalation Rate,
- Adjustment Date,
- Monthly Office Rental commencing at R.../square meter (Excluding VAT),
- Monthly Parking Rates (Excluding VAT),

The costs should be quoted according to the South African currency (i.e. Rand).

12. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW WILL RENDER YOUR BID OFFER NON-RESPONSIVE).

- a. The requirement for content of the project proposal" section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.
- b. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- c. SALGA reserves the right not to make any appointment from the proposals submitted.
- d. Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- e. Bidders shall not issue any press release or other public announcement pertaining to details of their project without the prior written approval of SALGA.
- f. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- g. A valid original Tax Clearance Certificate issued by the South African Revenue Services, must be submitted, failing which the relevant bidder's bid shall not be considered.
- h. Any and all project proposals shall become the property of SALGA and shall not be returned.
- i. The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 90 days from the date of submission.
- j. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- k. SALGA reserves the right not to accept any bid which does not comply with the specifications and conditions set out in the bid documents.
- l. SALGA reserves the right not to award the bid to the bidder that scores the highest points.
- m. Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- n. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- o. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- p. SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.

STANDARD BIDDING FORMS

Completion of the Standard Bidding Documents below stated is mandatory, failure to do so will render your bid offer invalid.

a) **Preference Points Claim form**

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

b) **Declaration of Interest**

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

c) **Declaration of past Supply Chain Management Practice**

Form SBD 8 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

d) **Certificate of Independent Bid Determination**

Form SBD 9 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

e) **Pricing Schedule**

Form SBD 3.3. Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule.

f) **Supplier Registration Form.**

Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

g) **Invitation to Bid**

SBD1 must be completed in full and signed.

h) An original or certified copy of a valid BBBEE certificate must be submitted together with the bid offer.

13 EVALUATION OF BIDS

The following evaluation method will be used:

- After the closing date of the bid invitation, an appointed evaluation committee of staff officials of SALGA and possibly other external parties will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (As amended to BBBEE).

All proposals submitted will be evaluated on three categories:

- a) Functionality (technical content)

- b) Price
- c) B-BBEE status level of contribution
 - o Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPPFA), using the 90/10 split.
 - o Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the **minimum threshold value of 60 points**. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.
 - o Thereafter, only the qualifying bids are evaluated in terms of the 90/10 preference points systems, 90 points will be used for price only and the 10 points are used for B-BBEE Status Level of Contribution.

The points breakdown is as indicated below.

For functionality, the following criteria will be applicable and the maximum value of each criterion is indicated as below:

APPLICABLE EVALUATION CRITERIA	WEIGHT
Compliance with National Building Regulation and Occupation Health and Safety Act	20
Location of Offices	20
Compliance with space requirements as well as potential for expansion	20
Proof of Ownership of Building & Property Insurance	20
Current Property Condition Report	20
Total for functionality	100

Bidders who score a minimum score of 60 (threshold) points and above will be considered in phase 2 of the evaluation on pricing and B-BBEE Points.

Phase 2

Price will be converted to 90 using the formula prescribed in the 90/10 points system. The remaining 10 points will be allocated in terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations. Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (90/10 SYSTEM)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Summary of the evaluation process:

CRITERIA	WEIGHT
Price	90
B-BBEE status level of contribution	10
TOTAL	100

14 EVALUATION OF THE PROPOSED BUILDING

SALGA's Political and Administrative Management will view the proposed building to determine its suitability before making a final decision.

15 REQUIREMENTS

The following requirements must be strictly adhered to with regard with regard to bidding:

- Prior to bidding there will be a compulsory briefing session on the which must be attended by all bidders;
- All bids must contain full colour photographs of the proposed building;
- Complete building specifications must also be provided with the bid documents;
- All SCM documents must be provided.

16 TERMS AND CONDITIONS

- a. SALGA reserves the right to terminate the appointment or any part thereof; at any stage of completion should SALGA decide not to proceed with the project.
- b. Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- c. On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- d. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.

17 ENQUIRIES

All queries shall be addressed at the compulsory briefing session to be held on 27 July 2015. Any other queries should be submitted in writing to the following email address: scm@salga.org.za. The deadline for queries shall be 07 August 2015.