

BID: SALGA/45/2016

THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUESTS PROPOSALS FOR THE PROVISION OF OFFICE ACCOMODATION FOR ITS WESTERN CAPE OFFICE IN CAPET TOWN, SOUTH AFRICA

CLOSING DATE: 04 MAY 2017

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

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

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 257 municipalities, with its national office based in Pretoria and branch 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.

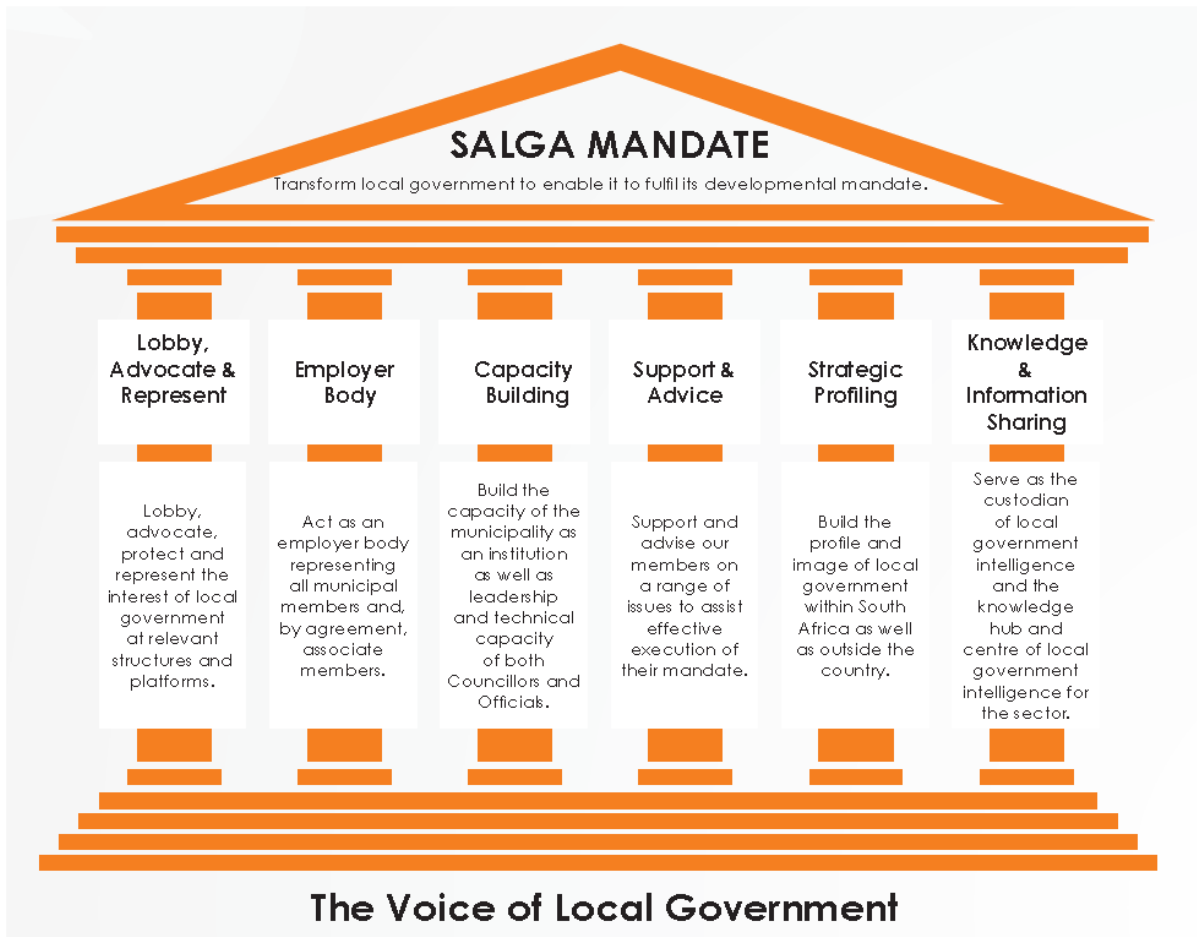
SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavored to bring focus to its mandate of supporting local government transformation in a complex environment, characterized by a highly diverse and diffuse membership-base of municipalities. In terms

of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- (2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.
- (4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- (5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- (6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



2. PURPOSE

The purpose of this request for proposals is to obtain suitable office accommodation, preferably in the Cape Town CBD are, for the SALGA Western Cape office in the Western Cape, South Africa. SALGA is looking for the following options:

- Outright Purchase;
- Finance lease;
- Any other methods of financing can also be proposed.

Furthermore partnership agreements of any kind shall not be considered with respect to any proposed solution.

Suitable service providers may submit bid offers on one or more of the listed or unlisted solutions.

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 1900 sq. m office space, which must have the capacity of being extended to +- 7000 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 1 900 sq. m (including common areas), which must have the capacity of being extended to 7000 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 40 people with catering facilities,
- Training room to accommodate 90 people with catering facilities. (Boardrooms to have the option of being converted into on large boardroom that could accommodate 130 people as one)

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 140 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:
(Preference will be given to buildings with Energy Saving and Renewable Energy Solutions)

- (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 is 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 & GENERATOR REQUIREMENTS

SALGA will be responsible for the provisioning of UPS and Generator equipment to ensure that an un-interrupted 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.

The proposed land and building/s shall be in a safe, secure and tranquil environment that does not present a security risk to SALGA staff members even if they work after hours. SALGA may decide to either appoint the successful bidder or its own suppliers to provide security cameras, access control, IT hardware requirements and telephone systems.

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.
- Emergency Exits and Evacuation Procedures also to accommodate disabled people.

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: **(Full details of existing contracts with the duration and validity shall be provided as part of the proposal)**

- 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

(In line with the Legislative Framework, SALGA is not obliged to continue, renew or extend any existing contracts of the bidder, unless it deems otherwise.)

5.2 OPTION TO PURCHASE

SALGA is looking at the following options:

- Outright Purchase;
- Finance lease
- Any other methods of financing can also be proposed.

6. MINIMUM REQUIREMENTS

Failure to submit any of the below requirements may lead to disqualification of the bid/proposal.

6.1 The proposed land and buildings must be in the Cape Town, CBD area.

6.2 The bidders shall submit at least five contactable references with the company names they offered similar size or larger accommodation, the contact details and a contact person.

- 6.3 The bidders shall submit a complete company profile and CV's of the senior project leaders coupled with previous similar projects.
- 6.4 The bidders shall submit proof of ownership in a form of a certified copy of the Title Deed of the property that indicates that the bidder is the owner of the building and has authority to offer the building or site for SALGA usage. Bids from agents will not be accepted.
- 6.5 The bidders shall submit at least three years audited financial statements of their company that will deliver the accommodation solution.
- 6.6 Bidders shall submit the photographic portfolio of the building with high-level space planning indicating that the accommodation needs of SALGA can be accommodated.
- 6.7 It will be required that each proposal of the bid be submitted with a project plan of how the task will be achieved- this will include time frames, work breakdown structure and risks.
- 6.8 Appropriate Construction Industry Development Board (CIDB) commensurate with the level of work.
- 6.9 Bidder should provide proof that all Rates & Taxes are in order. (SALGA reserves the right to appoint its own Conveyancer).
- 6.10 All Compliance Certificates (Electrical & Plumbing; Fire; Structural) shall be submitted as part of the proposal.
- 6.11 All SCM documents, including an approved zoning rights certificate shall be submitted as part of the proposal

Special Conditions

- 6.9 SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- 6.10 All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- 6.11 SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- 6.12 SALGAs (general conditions of bid, contract and order) shall be applicable to this bid. The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- 6.13 SALGA reserves the right not to award the bid to any bidder at its own discretion.

7. 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 (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and all other applicable legislation.

8. INFORMATION REQUIRED

8.1 Property Information

- Property street address
- Owner's name, address, city, postal code, telephone and fax numbers
- Telephone and fax numbers
- Details of partners/contractors/sub-contractors to this offer

8.2 Layout Drawings

The bidder 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 (generators, aircons, etc.) 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.

8.3 Floor Areas

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

8.4 Property Area

The bidder shall provide the stand numbers with sizes.

9. STANDARD SPECIFICATIONS

The proposed land and building/s 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.
- The building must comply with strategies that underpin the government green building strategies

Certificates proving compliance with the aforementioned regulations shall be provided prior to occupation.

10. SUBMISSION

Bid documents must be submitted on or before 11h00 am on the specified 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.

11. ADDITIONAL INFORMATION

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

12. EVALUATION METHODOLOGY (matrix)

12.1 COST/PRICING

Prospective bidders must provide an offer regarding the office accommodation to be procured via either outright purchase, or a Finance Lease model.

The purchase offer must indicate the following details:

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

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

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

- 13.1 The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- 13.2 A contract will be signed with the appointed Service Provider.
- 13.3 The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 13.4 SALGA may at its own discretion vary an instruction to include more work.
- 13.5 Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal

- 13.6 In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 13.7 SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 13.8 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.
- 13.9 Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 13.10 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.
- 13.11 The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 13.12 Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 13.13 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.
- 13.14 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.
- 13.15 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 13.16 SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- 13.17 Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.
- 13.18 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.
- 13.19 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.
- 13.20 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.
- 13.21 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.
- 13.22 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.

- 13.23 Supplier Registration.**
Bidders must register on CSD. FIND ATTACHED THE NATIONAL TREASURY INSTRUCTION NOTE 4A OF 2016/2017 CENTRAL SUPPLIER DATABASE.
Successful bidders will be expected to further submit a Bank Indemnity Form stamped by the bank in order to be registered in our database.
- 13.24** An original or certified copy of a valid BBEE certificate must be submitted together with the bid offer.
- 13.25** SBD1 must be completed in full and signed

14. EVALUATION OF BIDS

The following evaluation method will be used:

- After the closing date of the bid invitation, all bids received will be tested for compliance on all the mandatory and legislative requirements prescribed in the National Treasury Supply Chain Management regulations.
- Thereafter an appointed evaluation committee of SALGA officials and/or other external parties will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the stipulated criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (As amended to BBEE).

All proposals submitted will be evaluated on three categories:

- a) Functionality (technical content);
 - b) Pricing;
 - c) B-BBEE status level of contribution.
- Bids are evaluated in accordance with the provisions of the Preferential Procurement Policy Framework Act (PPPFA), using the 90/10 preference points system.
 - Firstly, the assessment of functionality shall be done in terms of the evaluation criteria and the bidders are expected to score a minimum threshold value of 70 points. The bid will be disqualified and shall not be considered any further in the process if it fails to meet the minimum threshold value for functionality as per the bid invitation.
 - Only 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 point's 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
Suitability of proposed Land and Buildings to SALGA requirements <ul style="list-style-type: none"> • Land size • Building size, i.e. lettable area 	65

<ul style="list-style-type: none"> • Location (accessibility and visibility) • Future growth and spatial planning • 3D/4D models (Photos of existing buildings will be accepted) 	
Capability to deliver Development of New Building: <ul style="list-style-type: none"> • Company profile (technical experience, capacity, capabilities, etc) • Track record of specific projects equal or larger than the proposed • Timeframes of previous projects delivered • Rating (at least 5 signed references) of such projects with emphasis of timelines, at appointed contract value and quality • Delivery timeframes and project plan • Audited financial statements of bidder for the past 3 years Existing Building: <ul style="list-style-type: none"> • Company profile (technical experience, capacity, capabilities, etc) • Rating (at least 5 signed references) of such projects with emphasis of timelines, at appointed contract value and quality • Proof of Ownership • Proof that Rates & Taxes are in order • Compliance Certificates (Electrical & Plumbing; Fire and Structural) 	35
Total for functionality	100

Bidders who score a minimum score of 70 (threshold) points and above will be considered in phase 2 of the evaluation, which pricing and B-BBEE Points. Qualifying bidders will be required to make presentation to the SALGA bid committee members and where required site inspection will be conducted.

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

15. 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.

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, the building must be handed over to SALGA on a turnkey basis.
- 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

Any queries and enquiries should be submitted in writing to the following email address: scm@salga.org.za.