

**TERMS OF REFERENCE FOR OFFICE SPACE  
WESTERN CAPE**



**WRSCM-2024/2025-0011**

# **APPOINTMENT OF A PROPERTY OWNER/MANDATED PROPERTY MANAGEMENT COMPANY TO PROVIDE LEASED OFFICE SPACE TO HOUSE THE W&RSETA WESTERN CAPE PROVINCIAL OFFICE.**

## **1. BACKGROUND TO W&RSETA**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

## **2. OBJECTIVE OF THE BID**

The objective of the tender is to request Property Owners/Mandated Property Management Companies who specialize in the leasing of office space to submit proposals to the W&RSETA for offices to house the Western Cape Provincial Office situated in Cape Town. The lease period will be up to 30 September 2030 and the proposed offices are to be in the Century City Precinct or Tyger Valley, Bellville area.

## **3. SCOPE OF SERVICE**

The scope of services are as follows:

### **3.1. KEY INFORMATION**

3.1.1. The bid is open to the following parties:

3.1.1.1. Property Owners

3.1.1.2. Reputable Property Management Companies who have a **direct mandate** with the Property Owner to contract and manage the proposed property.

**Note: Third parties and middleman submissions will not be considered.**

3.1.2. The proposed offices should be located in the Century City Precinct or Tyger Valley, Bellville area.

3.1.3. The proposed office space will be a minimum of approximately 650m<sup>2</sup> that can accommodate a Boardroom of 18m x 5m.

**Note: An allowance of 10% upwards to the preferred requirements will be accommodated.**

3.1.4. The proposed offices must have a separate in-office kitchen for use by the W&RSETA only.

3.1.5. A 20 basement/undercover parking bays and 10 visitor parking bays must be made available for exclusive use by W&RSETA employees and visitors.

3.1.6. Be an A-Grade building of not more than 30 years old if an older building is proposed then upgrades/renovations must have been done within the last 15 years. Building construction certificate of completion must be provided as proof.

3.1.7. The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS),

Occupational Health & Safety Act, 1993; and any other relevant legislation/regulations as applicable.

- 3.1.8. Comprise of one (1) stand-alone building or multi tenanted building to house the W&RSETA.
- 3.1.9. The duration of the lease will be from the date of award until 30 September 2030 with the option to renew/extend if needed.
- 3.1.10. The main entrance to the building must have a disability ramp and if a multi-floored building is proposed, all floors must have wheelchair access and ablution facilities for People Living with Disabilities.
- 3.1.11. Prospective bidders are invited to provide comprehensive information on an existing building, which may be refurbished to suit the W&RSETA's requirements.
- 3.1.12. Prospective bidders will be responsible for submission the construction work plans with the relevant council for any/all refurbishments and/or office fit outs to be made as part of the bid at its own cost.
- 3.1.13. The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level.
- 3.1.14. The proposed building must be easily accessible to the public and preferably be within 1 kilometer from public transport.
- 3.1.15. The proposed building must have appropriate security features such as perimeter fencing, physical guarding, access-controlled entrance and exit to the premises, CCTV coverage of the building. Provide full details of such security features (e.g. make & model where applicable).
- 3.1.16. Maintenance on the exterior of the building, fire detection, fire extinguishers, heating and ventilation systems remains the responsibility of the bidder.
- 3.1.17. Prospective bidders must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.

## **3.2. IT INFRASTRUCTURE**

- 3.2.1. High-Speed Fiber Optic to Business Infrastructure should be available.
- 3.2.2. Building must have clear Fiber Routes from the Street to the server Room, and sufficient manholes inside the yard for easy fiber installation.
- 3.2.3. If High-Speed Fiber Optic is not present, the W&RSETA must be granted permission to install a High-Speed Fiber Optic by its preferred service provider.
- 3.2.4. The W&RSETA must be granted permission to install a secondary wireless Microwave link by its preferred service provider.

### 3.3. ACCOMMODATION REQUIREMENTS

3.3.1. The proposed building must provide for the following, as prescribed by the National Building Regulations:

- Adequate (HVAC) 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, with all maintenance, repairs and replacements undertaken by the bidder. The air-conditioning installation / units should at least have a remaining life expectancy of the lease term.
- Ablution Facilities
  - Adequate bathroom facilities in line with Sanitary Fixtures for Buildings (SANS 10400-1990) for both males and females.

Number of sanitary fixtures to be installed relative to the population						
For a population of up to:	Males			Females		
	water closet/bathroom	Urinals	Washbasins	water closet/bathroom	Sanitary Bins	Washbasins
≤ 8	1	1	1	2	2	1
≤20	1	2	2	3	3	2
≤40	2	3	3	5	5	3

- Adequate disability bathroom facilities for People living with Disabilities (according to National Building Regulations, SANS 10400). If multi-floor office is proposed, a minimum of 1 (one) disability bathroom per floor.
- The W&RSETA may, under a separate contract, install additional sanitation equipment as needed after taking occupation.
- Water Supply
  - The municipal water supply where applicable shall be metered separately for the W&RSETA.
  - The bidder is to ensure that there is continuous water supply to the W&RSETA offices at the bidder's cost.
- Electrical Supply
  - The power supply where applicable shall be metered separately and the installation is to comply with all relevant regulations and by-laws.
  - All main electrical supply shall be governed with class one and class two lightning surge protectors, which must be inspected regularly to ensure that it is and remain in good working condition, in line with SANS 62305. All Parts will be at the bidder's cost and proof of installed lightning surge protection must be provided as part of building handover.
  - The building must have a continuous emergency power supply enough to carry the electrical needs of the office during a power outage (i.e. back-up

generators/alternative power supply). This must be maintained by the bidder to ensure minimal interruption of electrical service.

- Lighting

- All interior lighting shall be designed and installed to conform to SANS 10114-1:2005 Edition 3 or latest approved standards and must be energy saving LEDs.
- The provision of automated light switching (occupancy sensors) as first stage energy saving is a requirement for this tender, for both interior and exterior of the building. Proof of such must be provided during the building handover.

- Fire Protection & Risk Management

- Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire detection/system, including features which includes but not limited to the public address system, warning alarms, sprinklers, gas suppression system (server room), make and model.

- Lifts, Hoists & Escalators

- If there is lift in the building, then it must be in line with SANS 10400 4.44 to 4.47, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS).
- Maintenance of the lift, hoists, Escalators must be serviced regularly at the cost of the bidder and service records to be provided.

- Rental Rates & Maintenance

- Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the adjustment date. Rates shall also include but not limited to the maintenance of the exterior of the premises such as:
  - Roofs
  - HVAC including cleaning the diffusers inside
  - Lightning protection
  - Plumbing
  - Electrical supply, up to DB board
  - Fire Protection & Detection
  - Common area electrical reticulation
  - Grounds and gardens
  - Storm water and drainage
  - Washing the external windows & facades.
  - Security to be included if applicable
  - Repainting of the building interior and exterior should be accommodated
  - Pest control and routine fumigation services
  - Refuse collection

- Property/Building Insurance
  - The bidder shall provide all necessary and valid building insurance information, if the building is not yet insured then a letter of intent from the respective insurer will suffice, as part of pre-qualification documents for this tender. The insurance cover should be confirmed within 14 days of award of this tender and the insurance cover should be aligned to the value of the property. The bidder must ensure the building insurance remains valid for the duration of the lease period.
- Security Services – Standalone Property
  - The proposal must include the physical security, security and surveillance systems as per the W&RSETA's requirements for the proposed building and the cost thereof will be billed a separate item on the rental invoice.

### **3.4. LEGISLATIVE SPECIFICATIONS**

- 3.4.1. The building shall comply with all laws, construction service standards, building regulations, which includes, but is not limited to:
- Occupational Health and Safety Act 1993 (Act 85 of 1993)
  - 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 10400)
  - The Municipal by-laws and any special requirements of the local supply authority
  - The local fire regulations; and
  - Building compliance certificates.

### **3.5. BENEFICIAL OCCUPATION**

- 3.5.1. Beneficial occupation means a rent-free period provided by the landlord, in order to allow the W&RSETA time to renovate the office in line with its operational requirements and ready the offices prior to occupying the offices.
- 3.5.2. The premises must be available for beneficial occupation immediately on award of the bid to accommodate the duration required for the renovations, of which the period will be agreed upon between the parties.

## **4. EXPECTED TERMS OF AGREEMENT AND SPECIFICATION**

- 4.1. The terms and conditions of the lease will be managed through the Lease Agreement to be concluded between the W&RSTA and the successful bidder.

## **5. CONTRACT MANAGEMENT**

- 5.1. On an ongoing basis, the W&RSETA shall monitor and evaluate the performance against the deliverables outlined in the signed Lease Agreement.

## **6. DUE DILIGENCE**

- 6.1. A due diligence site visit will be conducted on the proposed office space for the shortlisted bidders only.

## 7. PRICING

- 7.1. Proposals must include all costing inclusive of VAT, which must be in line with market related rates.
- 7.2. All bidders are required to submit their cost breakdown in the table herein below marked as Annexure A

## 8. EVALUATION PHASES

- 8.1. The evaluation of tenders will be performed using the 80/20 principle.
- 8.2. The received bid proposals will be evaluated in different phases to arrive at the final phase of the bid award, and the phases will be as follows:

### 8.2.1. PHASE ONE (01):

#### 8.2.1.1. STAGE 1: MINIMUM SCREENING REQUIREMENTS

In this phase, all bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements (refer to Annexure B) may be eliminated and bidders who comply with the below progress to the next phase of technical evaluation.

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated, the bid must be signed and every page must be initialled.
- Invitation to Bid (SBD 1) must be fully completed.
- Submission of fully completed and signed Pricing Schedule (Annexure A).
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status
- Proof of registration on the Central Supplier Database.

**NB: All bidders who complied with the mandatory/minimum requirements progress to the technical evaluation phase for further evaluation per the below-set criteria.**

#### 8.2.1.2. PHASE 2: DETAIL TECHNICAL EVALUATION CRITERIA AND POINT ALLOCATION

In this phase, all bids that meet all the requirements in terms of compliance and completeness of the submitted proposal per the set of mandatory requirements on Phase One (01) progress to Phase Two (02) for further evaluation per the below-set evaluation criteria as captured in Annexure C: Technical Evaluation assessment.

Thus, in this phase, the Bidders must submit supporting document as indicated in the last column of Annexure C.

#### 8.2.1.3. PHASE 3: EVALUATION OF BID RESPONSES USING THE PRICE AND SPECIFIC GOALS

##### PRICE EVALUATION

Bidders must submit their Pricing Schedule as per Annexure A.

## PREFERENCE POINT SYSTEM

The following preference point systems apply to this invitation request for proposal:

The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

Points for this request for proposal shall be for:

- Price and
- Specific Goals

A maximum of 80 points is allocated for the price on the following basis. Points for this request for proposal: 80/20

$$\text{Where } P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

$P_s$  = Points scored for the price of request for the proposal under consideration

$P_t$  = Price of request for proposal under consideration

$P_{min}$  = Price of lowest acceptable request for proposal

A maximum of 20 points is allocated for specific goals on the following basis:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Form of evidence
<b>SPECIFIC GOAL 1: HDI</b>	<b>Maximum 17</b>		
Black owned by 51% or more <b>Black People</b>	5		CIPC document, Certified Copy of ID and Shareholder's certificate
Black owned by 51% or more <b>Women</b>	5		
Black owned by 30% or more <b>Black Youth</b>	4		
Black owned by 15% or more <b>Black People with Disability</b>	3		Certified copy of disability certificate
<b>SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY &amp; RDP</b>	<b>Maximum 3</b>		Valid BBBEE Certificate / Sworn Affidavit,
SMMEs (EME/ QSE)	3		






Annexure A: Cost Breakdown							
Year	Office Space Rental	Parking (Basement/undercover)	Parking (Open Area)	Sub - Total	Vat	Total Monthly Rental	Annual Total
Year 1							
Year 2							
Year 3							
Year 4							
Year 5							
Year 6							

Annexure B: Mandatory Requirements		
Mandatory Submission Requirements		
	Yes	No
Registration on the Central Supplier Database (CSD)		
CIPC Documents		
SARS Tax Pin		
SBD Documentations		
one (1) hardcopy of bid proposal		
Proof of property ownership		
In the event that the bidder is not the owner, proof of agreements/mandate between the owner(s) and the property management company, registered and practicing as such (refer note in paragraph 3.1.1.)		
Zoning from the municipality to confirm the proposed building is appropriately zoned.		
Certificate of Occupation		
Electrical Certificate of Compliance (ECOC) for the building not older than 3 (three) months from date of submission of the bid.		
Plumbing Certificate of Compliance (PCOC) for the building not older than 3 (three) months from date of submission of the bid.		
Provide 3 (three) months latest statements issued by local municipality confirming that the account status on all municipal rates/levies/tax payments are update and current.		
Proof of valid insurance/letter of intent (supported by a quotation from the insurer) to insure the proposed building (refer to paragraph 3.3.1. Property/Building Insurance).		
<b>Please note that the above-mentioned information is a pre-qualification for this tender (mandatory). Failure to submit this documents/information will result in the bidder being disqualified during the pre-screening process.</b>		

ANNEXURE C: TECHNICAL EVALUATON				
<b>80/20 preferential point system will be applied.</b> <b>The Technical threshold for this bid is 80 points.</b> <b>Bids that fail to meet the 80points threshold, will not be considered for Preference and Price Evaluation.</b>				
Evaluation Criteria	Submission requirements		Points	Supporting Documents
<b>1. Capacity to Deliver</b>	<b>Provide at least 4 (four) reference letters of leases that are not more than 5 (five) years old which confirm that the bidder has provided a commercial leasing service. The W&amp;RSETA reserves the right to verify authenticity of leases/references provided by the bidder.</b>		<b>40 Points</b>	Reference letters
	0=0 points	No evidence submitted		
	1=10 points	1 (one) reference letter of leases that are not more than 5 (five) years old		
	2=20 points	2 (two) reference letters of leases that are not more than 5 (five) years old		
	3=30 points	3 (three) reference letters of leases that are not more than 5 (five) years old		
	4=40 points	4 (four) or more reference letters of leases that are not more than 5 (five) years old		
<b>2. Experience and Expertise</b>	<b>CV's to be provided of the team who will be the direct liaison with the W&amp;RSETA, e.g., the Property Portfolio Manager, Property Manager, Building/Facility Manager (but not limited to).</b>		<b>30 Points</b>	CVs with qualifications
	0=0 points	No evidence submitted		
	1=10 points	the team has a combined experience of less than 15 (fifteen) years		
	2=20 points	the team has a combined experience of 15 (fifteen) to 20 (twenty) years		
	3=30 points	the team has a combined experience of more than 20 (twenty) years		
<b>3. IT Infrastructure (high speed Fiber)</b>	<b>Availability of High-Speed Fiber Optic to Business Infrastructure at the proposed building</b>		<b>15 Points</b>	Letter from service provider confirming High-Speed Fiber Optic connection points
	0=0 points	No Fibre Optic or Access to fibre Optic connection more than 100m outside the proposed building		
	1=5 points	Access to High-Speed Fiber Optic connection is more than 100m outside the proposed building and permission granted to install a secondary microwave link.		
	2=10 points	Access to High-Speed Fiber Optic connection between 50m to 100m outside the proposed building and permission granted to install secondary microwave link.		
	3=15 points	Access to High-Speed Fiber Optic connection points inside the proposed building and permission granted to install secondary a microwave link.		

Evaluation Criteria	Submission requirements		Points	
<b>4. Back-up or Alternate power</b>	Letter from the installer and/or servicing company that a generator and/or other alternate power source is provided.		<b>15 Points</b>	Letter from the installer and/or servicing company
	0=0 points	No back-up or alternate power source provided		
	1=15 points	back-up or alternate power source provided		

<b>BSC Approval:</b>			
<b>Name</b>	Mr. Mzamo Matyobeni		
<b>Position</b>	BSC Chairperson		
<b>Signature</b>		<b>Date</b>	06/12/2024
<b>Recommendations</b>			
<b>Recommended:</b>	<input checked="" type="checkbox"/>	<b>Not Recommended:</b>	<input type="checkbox"/>
<b>Manager's Full Name</b>	Ms. Lindiwe Nhlapo		
<b>Position</b>	Chief Financial Officer (BAC Chairperson)		
<b>Notes</b>			
<b>CFO's Signature</b>		<b>Date</b>	06/12/2024
<b>Approvals</b>			
<b>Approved:</b>	<input checked="" type="checkbox"/>	<b>Not Approved:</b>	<input type="checkbox"/>
<b>Manager's Full Name</b>	Mr. Tom Mkhwanazi		
<b>Position (Executive)</b>	Chief Executive Officer		
<b>Notes</b>			
<b>CEO's Signature</b>		<b>Date</b>	06/12/2024