



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

## TERMS OF REFERENCE

FOR

**Corporate Office Accommodation for the Eastern  
Cape Office**

**FAC/2020/044**

**Closing date :17 December 2020,12:00 noon**

**Compulsory Virtual Briefing Session: 03  
December 2020, 10:00am - 12:00noon**

**Validity Period : 120 days**

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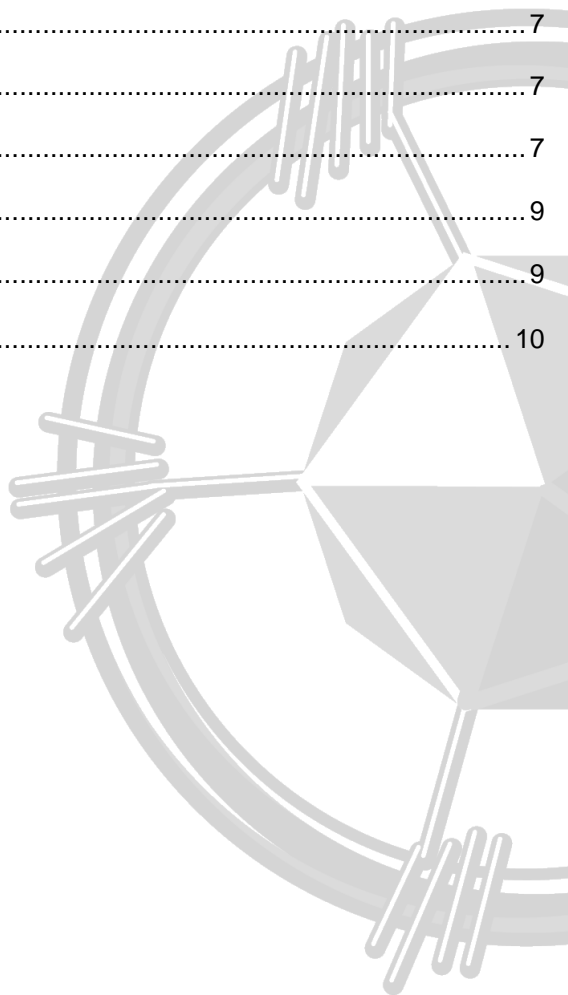
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## 1. BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998). It facilitates skills development in the following sub sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics manufacturing.

## 2. OBJECTIVE

The primary objective of this request for proposal is to invite landlords and agencies to submit proposals to the merSETA to provide leasing of Corporate Office Accommodation for the Eastern Cape office.

## 3. PROJECT/CONTRACT PERIOD

The contract period will be for a period of five (5) years commencing on 01 April 2021.

## 4. SCOPE OF PROJECT

Provision or identification of a building in the specified area which merSETA can lease for a period of five (5) years with an option to extend.

## 5. BUILDING SPECIFICATIONS

Proposals should include all the total below services required:

### 5.1. Office Location

The office accommodation should be within 6km radius of the current accommodation (Pickering Park Office Suites, 14 – 20 Pickering Street, Newton Park, Port Elizabeth)

### 5.2. Office Space Requirements

The merSETA requires an estimate of as follows:

- Minimum 300 – 500 square meters inclusive of office accommodation, parking bays and storage.
- The merSETA will not consider any office space requirements that fall out of the range cited above.

### 5.3. Parking

Parking must be provided within the same building and must be safe, secure and access controlled. The parking must also include disability parking. The parking bays must not be less than 12.

### 5.4. Lease Period

The lease period will be a period of five (5) years with an option to extend.

### 5.5. Occupation Date

The building should be completed and ready for occupation by 01 April 2021. The prospective lessor will be required to grant the lessee an opportunity to effect Renovations and installations to the

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building prior to the occupation date. The bidder must furthermore confirm in their proposal whether a tenant installation allowance will be made available for the lessee to effect renovations.

**Note: Bidders are required to advise merSETA without delay if the availability status of the property changes**

**5.6. Proof of existence of Building and its Grade**

The bidder must provide proof of ownership of the building and Proof of whether the building is an A or B grade. The proof of the grading must not be older than twelve (12) months and must be issued by an organization accredited by South African Property Owners Association (SAPOA) and in line with their requirements.

**5.7. Premises Accessibility**

The premises must be within the vicinity of Public Transport amenities.

**5.8. Disability Friendly**

The premises (office and parking) must be accessible to persons with disabilities.

**5.9. Accommodation**

The premises must be able to accommodate approximately 12 staff members.

**5.10. Back up Electric Power Supply**

The premises must have provision for back-up electricity and or power supply in case of power outage.

**5.11. The office accommodation structure required.**

Number	Specification Description	Quantity
1.	Offices	X1 office
2.	Open Plan workstations	X11 desks
3.	Filing Room –Bulk Filers Room	X1
4.	Boardrooms	X1
5.	Client Interview rooms	X2
6.	Meeting room	X1
7.	Storage Room	X1
8.	Server Room	X1
9.	Staff bathroom for males and females including toilets for people with disability. Ablution facilities must have at least 1 cubicles for both male and female respectively.	X1
10.	Parking bays for staff and visitors	12bays
11.	The premises must be fitted with the following equipment's that must be maintained through corrective and preventative maintenance by the landlord. Bidders will be required to submit	N/A

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	<p>maintenance records post the evaluation process and before awarding of the contract.</p> <p>11.1. Health and Safety equipment</p> <ul style="list-style-type: none"> <li>• Fire sprinkler system</li> <li>• Smoke detector system</li> <li>• Fire extinguisher</li> <li>• Hose pipes</li> <li>• Fire alarm system</li> </ul> <p>11.2. Controlled access system</p> <p>11.3. Air conditioners</p>	
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## 6. REQUIREMENTS

- 6.1. The building must comply with Occupational Health and Safety Act (85 OF 1993)
- 6.2. The proposal must include a full description of the proposed property including the below:
- 6.2.1. Physical Address
- 6.2.2. ERF number
- 6.2.3. Portion number
- 6.2.4. Floor number if it's a multi-story building
- Please note that failure to submit a summary which indicates the abovementioned will result in disqualification.**
- 6.3. The below certificates and must be submitted with the bid:
- 6.3.1. Certificate of Occupancy from the Municipality , where not applicable, the Bidder must provide the merSETA with an explanatory note and acceptable evidence stipulating the reason for the Bidder's non-compliance with the National Buildings Regulations and Building Standards Act no 103 of 1977, as amended.
- 6.3.2. Be advised that the merSETA will assess submitted evidence accordingly. Failure to submit either the certificate or the necessary note and evidence will result in disqualification
- 6.3.3. Certified copy of the title deed confirming ownership of the building or Ghost Conveyance report (latest) **Please include an explanatory note in your proposal that provides insight into the title deed, for example, whether the Bidder submits a Certificate of Consolidated title as proof of ownership, please explain the background of said document..**
- 6.4. Escalation cost must be provided in the submission.
- 6.5. Bidder must indicate the estimated tenant installation allowance to be received by the merSETA as indicated in clause 5.5.
- 6.6. Compulsory Site Inspection of the building will be conducted only for the bidders who met the minimum functionality criteria.

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## 7. CONTENT OF SUBMISSIONS – VERY IMPORTANT

- 7.1. Provide a proposal as per the scope of work above;
- 7.2. Provide budgetary pricing by completing the attached SBD 3.3 form, Annexure A
- 7.3. Provide description of your organization, its primary business activity, previous and Current clients, experience, management, shareholders, partners, directors including Name, position, race and gender etc.
- 7.4. Bidders must have five (5) years' experience in the corporate office accommodation related business and submit three (3) reference letters as proof of the required experience.
- 7.5. Registration of your company/organization with relevant legislative professional Industry association e.g. **SAPOA**
- 7.6. Bidders shall make the property available for viewing during further evaluation of the proposed office space. This will occur at a time determined by the merSETA team.
- 7.7. All applicable compliance certificates.
- 7.8. Certified ID copies of all directors of the company;
- 7.9. Certified copy of valid BBEE certificate or affidavit. BBEE Certificate issued by CIPC will be verified with CIPC.
- 7.10. Fully completed and signed SBD 1; 4, 3.3, 6.1,7.2; 8 and 9 forms.
- 7.11. The successful bidder will be required at a contract level to declare any encumbrances against the property.
- 7.12. Proof of registration on the Central Supplier Database hosted by National Treasury;
- 7.13. Certified ID copies of all directors of the company;
- 7.14. Bidders to indicate if there will be any subcontracting and also indicate the percentage (%) on the SBD 6.1.
- 7.15. In instances of a joint venture /consortium the Joint Venture Certificate must be included (indicating the percentage of duties for all companies in the joint venture). The consolidated joint venture B-BBEE Certificate must be submitted in order to claim points. However, for a subcontractor the B-BBEE certificate of both the contractor and subcontractor must be submitted.

## 8. SCORING GRID (TO BE LINKED WITH EVALUATION PROCESS UNDER 12)

No	Requirement	Criteria	Score
8.1.	Years of experience in the provision of corporate office accommodation and related businesses services and submit three (3) reference letters as proof thereof.	5 years or more	10
		3 – 5 years	5
		Less than 5 years	0
8.2.	Location of the building is within 6km radius of the current accommodation (Pickering Park Office Suites, 14 – 20 Pickering Street, Newton Park, Port Elizabeth)	Location within 6 Kilometers radius of the current accommodation (Pickering Park Office Suites, 14 – 20 Pickering Street, Newton Park, Port Elizabeth )	10
		Location is above 6 Kilometers of the current accommodation.	0
8.3.	Requirements of the building: Office Space must be at least 300 square meters and not more than 500 square meters.	Office space is within 300 and 500 square meters.	10
		Office space is less than 300 or more than 500 square meters.	0

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8.4.	Certified Copy of the Title Deed  Attach proof of ownership through title deed or Ghost Conveyance report	Title deed or Certified copy of the Title deed or Ghost Conveyance Report submitted	10
		No Title deed or Certified copy of the Title deed or Ghost Conveyance Report submitted	0
8.5.	Parking requirements  Provision of adequate safe secure on-site parking and at least 12 parking bays(pictures of marked parking bays attached)	Safe, secure and on-site parking bays at least 12 bays(pictures attached & marked)	10
		Unsecured and insufficient parking bays/ no pictures attached	5
		Draft layout not signed off by registered professional architect submitted	5
8.6.	Certificate of Occupancy from the Municipality	Certificates/ Evidence submitted	10
		Certificates or Evidence not submitted	0
8.7.	Proof of grading of the building not older than 12 months issued by organization accredited by South African Property Owners Association (SAPOA) <ul style="list-style-type: none"> <li>• A- Grade building</li> <li>or</li> <li>• B – Grade building</li> </ul> Accreditation by SAPOA of the organization issuing the proof of grading will be verified.	Valid grading submitted	10
		Invalid certificates/Not submitted	0
8.8.	Zoning of premises  Provide verifiable Town planning certificate from local municipality confirming zoning of either commercial office or public buildings.	Valid municipality issued zoning certificate submitted	10
		Invalid zoning certificates/Not submitted	0
8.9.	A copy of the utility bill for the preceding 3 months must be submitted.  Link the utility bill to the proposed property e.g.  - Physical Address - ERF number	Utility bill submitted for the preceding 3 months	10
		Utility bill for the preceding 3 months not submitted	0

## 9. BUDGET (COST ESTIMATION)

The 80/20 evaluation criteria will be utilized. This evaluation criteria refers to 80% for Price and 20% for B-BBEE.

## 10. CLOSING DATE

The closing date for submissions to be considered for this project shall be **17 December 2020 at 12:00 noon.**

## 11. PAYMENT TERMS

The merSETA undertakes to pay valid invoices in full within 30 (thirty) days from receipt of the correct invoice and for work done to its satisfaction upon presentation of a substantiated claim. The merSETA shall not pay for any unproductive or duplicated time spent by the service provider on any assignment as a result of staff changes, inefficiencies or rework.

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## 12. EVALUATION PROCESS.

All bids duly lodged will be evaluated on functionality and price.  
The evaluation of this bid will be conducted in two stages namely;

- Submission
- Site Inspection

The evaluation criteria and weighting for measuring functionality are shown below:

No	Criterion	Weighting	Minimum thresholds
12.1.	Years of experience in the corporate office accommodation related business and submit three (3) reference letters.	10%	5%
12.2.	Location of the building is specified within 6 kilometres radius of the current accommodation (Pickering Park Office Suites, 14 – 20 Pickering Street, Newton Park, Port Elizabeth).	10%	10%
12.3.	Requirements of the building is approximately between 300 square meters and not more than 500 square meters.	10%	10%
12.4.	Certified Copy of the Title Deed.  Attach proof of ownership through title deed or Ghost Conveyance report	10%	10%
12.5.	Parking requirements Provision of adequate safe secure on-site parking and at least 12 parking bays(pictures of marked parking bays attached)	10%	5%
12.6.	Certificate of Occupancy from the Municipality or Evidence (attached)	10%	10%
12.7.	Proof of Grading of the building not older than 12 months issued by organization <ul style="list-style-type: none"> <li>• A Grade building</li> <li>or</li> <li>• B – Grade building</li> </ul> <p><b>Accreditation by SAPOA of the organization issuing the proof of grading will be verified</b></p>	10%	10%
12.8.	Certificate of zoning of the premises.	15%	15%
12.9.	A copy of the utility bill for the preceding 3 months must be submitted.  Link the utility bill to the proposed property e.g. <ul style="list-style-type: none"> <li>- Physical Address</li> <li>- ERF number</li> </ul>	15%	15%
<b>TOTAL</b>		<b>100%</b>	<b>90%</b>

The overall minimum threshold for functionality will be **90%** where all individual criterion are adhered to.

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The evaluation of submitted bids will be conducted as follows:

Firstly, the bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table above. Any bid that fails to meet the overall minimum threshold or has not received the minimum score for any individual component thresholds will be disqualified.

Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system, where only 20 points will be allocated in line with the bidder's B-BBEE status level of contribution.

This will be carried out in accordance with the PPPF Act and as follows;

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

### 13. NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your proposal being excluded from the evaluation process.

13.1 Bidders are required to attend a **compulsory briefing session** that will take place virtually on the **03 December 2020 at 10:00am to 12:00)** via MS Teams using link below:

[https://teams.microsoft.com/l/meetupjoin/19%3ameeting\\_MWYyOGZINWItYTRmZS00NzAwLTg1ODAtNzU2ZGQwODU4NGE1%40thread.v2/0?context=%7b%22Tid%22%3a%22c9594d66-b4c1-4a03-8be9-0cdce2d602dd%22%2c%22Oid%22%3a%22b430e586-d5fb-4e46-8798-61f414225c2c%22%7d](https://teams.microsoft.com/l/meetupjoin/19%3ameeting_MWYyOGZINWItYTRmZS00NzAwLTg1ODAtNzU2ZGQwODU4NGE1%40thread.v2/0?context=%7b%22Tid%22%3a%22c9594d66-b4c1-4a03-8be9-0cdce2d602dd%22%2c%22Oid%22%3a%22b430e586-d5fb-4e46-8798-61f414225c2c%22%7d)

13.2 Short listed bidders may be invited to present and discuss details of their proposals.

13.3 Bidders should complete the merSETA tender documents; Vendor Application forms; SBD 1, 3.3, 4, 6.1,7.2,8 and 9 forms before their submissions will be considered.

13.4 Tender documents should be presented to merSETA marked "**TENDER FOR EASTERN CAPE CORPORATE OFFICE ACCOMMODATION**"

13.5 The merSETA will not be liable to reimburse any costs incurred by the bidder during the tender process.

13.6 Bidders should identify any work they are currently carrying out or competing for which could cause a conflict of interest, and indicate how such a conflict would be avoided.

13.7 Site inspection will be conducted for shortlisted office accommodation.

13.8 The merSETA will not enter into any form of a sub-lease agreement.

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## 14. GENERAL

- 14.1 Bidders should complete the submission register at the security then deposit their documents into the tender box available at Ground Floor Reception on or before **17 December 2020, 12H00 noon** at the address below;

Tender Box  
merSETA Head Office  
95, 7th Avenue Corner Rustenburg Road  
Melville  
Johannesburg  
2109

- 14.2. Any tender document not deposited in the marked tender box will not be considered  
14.3. Any tender document received after the closing date and time will not be considered.  
14.4. Two (2) bound and one (1) unbound hard copies of the proposal must be submitted.  
14.5. All correspondence to bidders will be in writing.  
14.6. Bidders may attend the opening of the tender box on the closing date.  
14.7. Late submissions will not be considered for this tender.

## 15. DISCLAIMER

The merSETA reserves the right not to appoint a bidder for this tender. The merSETA further reserves the right to split the tender with more than one bidder or award a portion of this tender to other bidders. The merSETA shall rescind a bid award or contract should a bidder be found to have violated Supply Chain Practices.

The merSETA does not bind itself to accept the lowest tender.

Authorised by : \_\_\_\_\_

Name: Ms. Disa Mjikeliso  
Designation: Chief Financial Officer  
Email to: tenders@merseta.org.za

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Item	Requirement			
1	Functionality (criteria)	Good Working Condition	Bad Condition	Comments
1.1.	Floor carrying capacity			
1.2.	Lift			
1.3.	Water Pressure			
1.4.	Water Tank			
1.5.	Power Points			
1.6.	Sufficient Lighting			
1.7.	Backup Power Supply			
1.8.	Floor plans			
<b>2</b>	<b>Occupational Health and Safety Act (85 of 1993) requirements</b>			
2.1.	Disability access			
2.2.	Wheelchair access to the toilets			
2.3.	Fire escape routes			
2.4.	Handrails			
2.5.	Demarcated assembly point and related signage			
2.6.	Toilets for Disabled persons			
<b>3</b>	<b>Security</b>			
3.1.	Security Provision			
3.2.	Existing surveillance cameras (Optional)			
3.3.	Exit / entry point security guard (Controlled Access)			
3.4.	secure parking area			
<b>4</b>	<b>Accessibility</b>			
4.1.	Within Walking Distance			
4.2.	Public transport availability			
4.3.	Within Walking Distance			
<b>5</b>	<b>Kitchen</b>			
5.1.	Lockable Cupboards with Benchtops in good condition			
5.2.	Power points for boilers / kettles			
<b>6</b>	<b>Heating / Air Conditioning</b>			
6.1.	Adequately operational air condition system in good working order			

## Draw a circle

Address

newton park, port elizabeth

Radius

6.00

KM

Circle

AA8F24

Border

000000



Only Show Border

Zoom to Address

New Circle

Edit Circle

Remove Circle

Position: -33.946658,25.565148 Radius: 6000.00 Meters



Return to this radius map here, just save this link

<https://www.mapdevelopers.com/draw-circle-tool.php?circles=%5B%5B6000%2C-33.9466581%2C25.5651478%2C%22%23AA8F24%22%2C%22%23000000%22%2C0%5D%5D>

## Create Multiple Radius Circles?

You can use this tool to add as many radius circles to the map as you want. This allows you to find out where they intersect, and what areas are not within the radius of any of your locations.