

TERMS OF REFERENCE FOR LEASING OF A CORPORATE OFFICE SPACE FOR A PERIOD OF FIVE (5) YEARS

BID NUMBER: NAMC- T02/2024

CLOSING DATE: 22 NOVEMBER 2024 at 11H00

COMPULSORY BRIEFING SESSION: 11 NOVEMBER 2024 at 11H30

VALIDITY PERIOD: 120 DAYS

NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

Faxed and/or emailed bids will not be accepted, only hand delivered and couriered original proposals will be accepted.

1. INVITATION

The National Agricultural Marketing Council (NAMC) is inviting potential bidders to submit proposals for the provision of office space through the five-year lease.

2. BACKGROUND

The Marketing of Agricultural Products Act No. 47 of 1996, as amended by Act No. 59 of 1997 and Act No. 52 of 2001, established the NAMC as a statutory entity. The Council's primary responsibility is to provide advice on matters pertaining to agricultural product marketing to the Minister of Agriculture.

Suitably experienced service providers are invited by the NAMC to submit bids for the five-year lease of office space in one of the following areas: Lynnwood, Menlyn area, Brooklyn, Hatfield, Arcadia, Silverton, Centurion and Sunnyside (only in Loftus and DTIC Campus areas) .

The office space must:

- a) Must be 1000 m².
- b) Be easily accessible to the public and preferably be within 5 kilometers radius from public transport.
- c) The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street.
- d) The office's location and its surrounding areas must have no exposure to flooding, hail, sinkholes and/or hazardous environment.
- e) The office space should accommodate at least 50 employees at once.

3. OBJECTIVE

The primary goal of these terms of reference is to extend an invitation to prospective bidders to submit proposals for the provision of office space for lease.

3.1. LEASING PERIOD

The leasing will be for a period of five (5) years, commencing on the date that will be confirmed at a later stage.

4. SCOPE OF PROJECT

Provision of the office space to NAMC that can be leased for a period of five (5) years with an option to extend.

5. BUILDING SPECIFICATIONS

Proposals must include all the aspects as outlined below:

5.1. Office Location

The office space must preferably be situated in the following areas:

Lynnwood, Menlyn area, Brooklyn, Hatfield, Arcadia, Silverton, Centurion, and Sunnyside (only in Loftus and DTIC Campus areas) .

5.2. Office Space Requirements

- a) Be well secured, modern and in compliance with the National building regulations and South Africa National Standards 10400 as amended.
- b) If the identified office space is on ground or first floor, windows and exterior doors must be fitted with burglar bars at no cost to NAMC. The fitting of the burglar bars will not be applicable to the emergency exit points.
- c) The respective service provider or landlord must ensure that the premises adhere to the Occupational Health and Safety Act requirements.
- d) Parking must be suitable to accommodate delivery vehicles.
- e) Broadband Infrastructure: The building must have existing network infrastructure to enable the installation of high-speed broadband or fibre – please provide the details of the existing network infrastructure.
- f) Kitchen (Table with chairs that can accommodate 10 - 15 employees at once).
- g) Boardroom that can accommodate (30 - 40) people.
- h) 3 meeting rooms that can accommodate 10 people combined.
- i) Server room must be isolated with biometric access control and CCTV monitoring, two 45U cabinets, air conditioning, power backup and fire protection.
- j) The office space must have ethernet ports for each workstation.
- k) The identified building must provide for the following, as prescribed by the National Building Regulations e.g.:
 - a) Heating and Air-Conditioning.
 - b) Natural Ventilation (open windows).
 - c) Smoking area.
 - d) Ablution Facilities.
 - e) Kitchen facilities.
 - f) Storage facilities.
 - g) Studio room.
 - h) Water Supply.
 - i) Electrical Supply.

- j) Fire Risk Management.
- k) Emergency evacuations/exit points and dedicated assembly points.
- l) Elevator and a ramp where applicable.
- m) Flooring (tiled/wooden flooring or related).
- n) Standby power: It must be able to supply the entire office with power during power failure or make provision for the installation of a generator/UPS or any other standby power daily, including weekends and public holidays.
- o) The building must be declared gun free.
- p) Accessible for people living with disabilities.
- q) Accessible for delivery vehicles and trucks.
- r) CAD1 drawings or architectural floor plans for the existing premises to be submitted as printouts. Not through USB (Create sub folders for the documents)
- s) Certificates of compliance must be provided during the beneficial occupation period and at the landlord's cost. Note: Certificate of compliance (COC) for electrical and plumbing work etc are **Mandatory** during the beneficial occupation period only to shortlisted bidders.
- t) A municipal utility bill must be provided during the beneficial occupation period and at the landlord's cost. Note: Municipal utility bill is **Mandatory** during the beneficial occupation period only to shortlisted bidders.
- u) Rental and installation of fittings as well as parking costs should be market related.
- v) Geotechnical Services report must be provided during the beneficial occupation period and at the landlord's cost. Note: Geotechnical Services report is **Mandatory** during the beneficial occupation period only to shortlisted bidders.

5.3. Ablution facilities

The proposed building must have modern, well-maintained, and fully functional ablution facilities. The following norms shall be applied:

- a) Minimum of 6 male and 6 female ablution facilities
- b) Minimum of 2 ablution facilities for people living with disabilities.

If NAMC is the only occupant of the building, NAMC may install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygienic requirements under separate contracts. The service provider is required to supply such hygienic equipment (e.g. contemporary, functional toilet roll holders, soap dispensers, paper dispensers, etc.) if the ablution facilities are shared with other tenants.

5.4. People Living with Disabilities (PLWDs)

People with disabilities must be able to use the building and all its amenities. As an illustration, the building's accessibility via ramps, elevators, PLWDs-friendly restrooms, etc. The applicable laws, rules, and local bylaws must be complied with for people with disabilities.

5.5. Water Supply

The municipal water supply, where applicable, shall be metered separately for NAMC. NAMC requires the service provider to provide water equipment at the service provider's cost to achieve the desired water pressure. The installation of the water supply must comply with all relevant regulations and by-laws.

Furthermore, in the event that the NAMC experiences unanticipated water disruptions, the landlord is required to provide a backup water supply at their own expense.

5.6. Electricity Supply

The power supply, where applicable, shall be metered separately and power factor correction and Auto Voltage Regulation (AVR) equipment shall be installed. The installation must comply with all relevant regulations and by-laws. Sufficient power supply must be provided to meet demand at all times.

It must be considered that all NAMC staff will be equipped with either computers or laptops. Therefore, there must be a primary continuous emergency power supply (i.e. power supply backup at landlord's own cost). The proposed building must be configured and wired to power the backup in case of power outages. NAMC will not contribute to any upgrading / provisioning of additional power supply to the building.

5.7. Fire Protections and Safety Management

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. And provide full details of the fire detection system, including features which are not limited to the 12 of 32 public address system, warning alarms, make and model.

Provisioning, certification, and continuous maintenance of the installations and equipment will be the service provider's responsibility for the lease period. Fire extinguishers will be serviced by the service provider or landlord at intervals stipulated on the fire extinguisher canister.

5.8. Stairs and Elevators

Non-slippery stairs and accompanying handrails or banisters must be installed in line with National Building Regulations. They should allow free and safe movement of NAMC staff and clients from one floor to another.

If the building consists of more than two floors, it must have at least one lift to be utilised as a passenger lift for eight (8) people and goods where applicable. This must be in line with the rules contained in SANS, 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). The minimum clear entrance to the lift shall be accessible for a wheelchair.

5.9. Rates and 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 and interior of the premises such as:

- a) Roofing.
- b) HVAC (repairs and maintenance).
- c) Lightning protection.
- d) Plumbing.
- e) Electrical supply, up to DB board.
- f) Fire Protection and Detection.
- g) Common area electrical reticulation.
- h) Grounds and gardens.
- i) Stormwater drainage.
- j) Parking; and
- k) Washing the external windows and facades. In case of roof leakages, NAMC reserves the right to:
 - i. bill the service provider or landlord for damages arising out of roof leakages; source roofing experts to assess the state of the roof, repair identified leaks and bill the service provider or landlord for the costs incurred.

5.10. Parking

- a) There must be a minimum of twenty (20) parking spaces, including two designated spaces for individuals living disabilities, as well as for use by NAMC vehicles, employees, and guests of the organization.
- b) For the term of the lease, NAMC will have daily, round-the-clock access to the designated parking bays. Parking needs to be safe and secure. For example, it should

ideally be in a basement or covered or sheltered space within the building where office space is being offered—not in a building next door or nearby.

- c) Parking is only available for NAMC vehicles, employees, and guests.
- d) In the event of mixed-use buildings containing residences and offices, parking shall not be shared with residents.
- e) Must be under 24-hour CCTV camera surveillance; and
- f) It shall have no exposure to extreme winds, hail and/or any other unreasonable parking conditions.

5.11. Management of documents

The service provider should not disclose NAMC confidential information to any person, company, or media except to the designated persons, and will not use such information other than the purposes it is intended for, subject to any prior specific authorization in writing by each party.

The service provider should retain all information, records and/or documentation, whether written, verbal or electronic, pertaining to the reported disclosure for the contract. Thereafter all documents should be handed over to NAMC. Such information must be treated as confidential.

5.12. Lease Period

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

5.13. Occupation Date

The building should be completed and ready for occupation by the 01 March 2025 as per the projections.

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

The premises must be available for beneficial occupation from 01 January 2025 to 01 March 2025 as per the projections. Offering less than one month or no period will be considered as = 0 on awarding of points, refer to 7.2.3.

5.14. Proof of existence for the Building and its Grade

The bidder must provide proof of ownership of the building and proof of whether the building falls under A or B grade. The proof of grading must not be older than 36 months and must be issued by an organization accredited by South African Property Owners Association (SAPOA) or any other equivalent associations.

5.15. Premises Accessibility

The premises must be near to public transport amenities.

5.16. PLWDs Friendly

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

5.17. Accommodation

The premises must be able to accommodate 50 staff members at once.

5.18. Backup Power Supply

The premises must have a back-up power supply 24/7, including maintenance. NAMC will be responsible for carrying out the diesel cost.

5.19. The office accommodation structure required:

Number	Specification Description	Quantity
1.	Number of offices	15
2.	Open plan workstations	35
3.	Bulk Filing Room	x 1
4.	Boardrooms	x 1 (30 – 40 people)
5.	Meeting rooms	x 3 (10 people combined)
6.	Waiting area	x 1
7.	Storage room	x 1
8.	Server room	x 1
9.	Reception area	x 1
10.	Kitchen and eating area	x 1
11.	Studio room	x 1
12.	Smoking area	x 1
13.	Ablution facilities for females and males, including the ones for PLWDs. Ablution facilities must comply with National Building Regulations and Occupational Health and Safety Requirements	6 x for male, including urinals, 6 x female ablution facilities as well as 2 PLWDs compliant ablution as per NBR Total:14 ablution facilities
14.	Parking bays for staff and visitors	x 20
15.	<p>The premises must be fitted with the following equipment and must be maintained through corrective and preventative maintenance by the landlord. Bidders must submit maintenance records, post the evaluation process and before awarding the contract.</p> <p>15.1. Health and Safety equipment</p> <ul style="list-style-type: none"> • Fire sprinkler system • Smoke detector system 	

6. ADDITIONAL REQUIREMENTS

6.1. The building must comply with the Occupational Health and Safety Act, Act No. 85 of 1993.

6.2. The proposal must include the full description of the proposed property including the following:

6.2.1. Physical Address
6.2.2. Erf number
6.2.3. Portion number
6.2.4. Floor number/s

6.3. The certificates below must be submitted with the bid:

- Certified copy of the title deed or any confirmation of ownership of the building or Ghost Conveyance report (latest). Failure to submit will result in disqualification.

6.4. Compulsory Site Inspection of the building will be conducted only for the bidders who qualified under mandatory and functionality requirements.

7. EVALUATION PROCESS

The evaluation process will follow the stages as detailed below:

- Administrative compliance and Mandatory requirements (Stage 1).
- Functionality (Stage 2).
- Physical or Site Inspection (Stage 3) and
- Pricing and Specific Goals (Stage 4).

7.1 Stage 1: Administrative compliance and Mandatory requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Proposals with deviations from the requirements/conditions will be eliminated before stage 2 (two) of the evaluation process.

The following are compulsory requirements and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

PRE-QUALIFICATION REQUIREMENTS	MANDATORY DOCUMENTS	CHECK LIST √ TICK EACH BOX
SBD 1 and signed	Completed, attached	
SBD 3.1:	Completed, attached	
SBD 4: and signed	Completed, attached	
SBD 6.1: and signed	Completed, attached	
Terms of Reference document: and signed	Mandatory	
General Conditions of Contract: attached	Initialled and attached	
Proof of registration on Central Supplier Database must be submitted.		
Proof of grading of the building not older than 36 months issued by organization accredited by SAPOA or any other equivalent association.	Mandatory	

Certificate of compliance (COC) for electrical and plumbing work etc. (To be provided within the period of beneficial occupation). Note: Certificate of compliance (COC) for electrical and plumbing work etc are Mandatory during the beneficial occupation period only to shortlisted bidders.		
Certificate of occupancy (based on the last occupancy of the building).	Mandatory	
Certified copy of the title deed or any confirmation of ownership of the building or Ghost Conveyance report (latest).	Mandatory	
Company proposal (Pictures that are needed on stage 2 must be included in the Company proposal)	Mandatory	
CAD1 drawings or architectural floor plans are to be provided as a print-out.	Mandatory	
Building insurance/letter of intent	Mandatory	
Zoning certificate (not valuation certificate).	Mandatory	
Attached Annexure "A" on the tender documents	Mandatory	
Proof of attendance for the compulsory briefing session	Mandatory	
Property size (Office Space must be 1000 m ²) which should accommodate 50 employees at once.		

Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.

Failure to adhere to the above conditions will invalidate the proposal.

Bidders must also supply the following documents (where applicable).

Other Requirements	Check list √ Tick each box
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

7.2 Stage 2 Technical/Functionality Evaluation

No	Requirement	Criteria	Weight
7.2.1	Minimum 5 Years of experience in the provision/ leasing of corporate office space. Note: Number of years is depended on number of years not number of clients. For example, having 2 clients in one year will not award you 2 years but 1 year.	<ul style="list-style-type: none"> • Above 10 years = 30 • 8 - 10 years = 20 • 5 - 7 years = 15 • 0 - 4 years = 0 <p>Document to be used for Verification: Reference letters, see the attached tender annexure "A" for acceptable letters.</p>	30
7.2.2	Building Availability	<ul style="list-style-type: none"> • 3 and less months = 15 • 4 - 5 months = 10 • No indication for building Availability = 0 • 6 months and above = 0 <p>Building availability is anticipated to be on 1 March 2025. Document to be used for Verification:</p>	15

		Building Availability, see the attached tender annexure “A” to indicate the Building Availability.	
7.2.3	Beneficial occupation	<ul style="list-style-type: none"> • 3 months = 15 • 2 months = 10 • No indication for a beneficial occupation = 0 • 1 month = 0 <p>Beneficial occupation is anticipated to be from 1 January to 31 March 2025. Document to be used for Verification: Beneficial occupation, see the attached tender annexure “A” to indicate the Beneficial occupation.</p>	15
7.2.4	Parking requirements: Provision of adequate safe parking secure on-site parking (pictures of marked parking bays attached)	<ul style="list-style-type: none"> • Secured and undercover parking, PLWDs friendly and pictures attached = 15 • Secured and sheltered parking, PLWDs friendly and pictures attached = 10 • Open parking, PLWDs friendly and pictures attached = 5 <p>Document to be used for Verification: Pictures of the parking bays attached to the company’s proposals.</p>	15

7.2.5	Security	<ul style="list-style-type: none"> • 24 - hour security systems (security guards, CCTV camera, beams, automated access control and alarm systems) = 10 • No 24 - hour CCTV camera surveillance=0 <p>Document to be used for Verification: Pictures of the security guards, CCTV camera, beams, automated access control and alarm systems attached to the company's proposal.</p>	10
7.2.6	Space layouts	<ul style="list-style-type: none"> • Submission of proposed office layout = 15 • Non submission of the office layout = 0 <p>Document to be used for Verification: Pictures of the space layouts attached to the company's proposal. Attached CAD1 drawings or architectural floor plans.</p>	15

Note: The minimum qualifying score for functionality is 70 points out of 100 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.

7.3 Stage 3: Site Inspection

NO.	Description	Points Allocation
7.3.1	Access to public transport and for people living with disabilities	5
7.3.2	Parking bays as per requirements	10
7.3.3	Existing network infrastructure	10
7.3.4	No exposure to flooding due to heavy rains, hail and/or hazardous environment	5
7.3.5	Security system (security guards, CCTV cameras, beams, automated access control and alarm systems)	10
7.3.6	Building grading (Grade A or B)	10
7.3.7	Ablution facilities as per specifications	10
7.3.8	Heating and Ventilation equipment	10
7.3.9	Backup power supply, (testing will be required)	5
7.3.10	Access controlled entrance and parking	5
7.3.11	Testing of security equipment functionality	10
7.3.12	Demonstration of OHS compliance	10

Note: The minimum qualifying score for functionality will be 70 points out of 100 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.

7.4 Stage 3: Price and Specific Goals

- All quotations up to the rand value of R 50 000 000.00 including all applicable taxes will be evaluated on the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
- N:B - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points but they will not be disqualified from the bidding process.
- The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:

SPECIFIC GOAL	TOTAL POINTS
Percentage (%)	Points (10)
Black Ownership	
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1

0	0
Percentage (%)	
Ownership By Women	
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%)	
Ownership By Youth	
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%)	
Ownership By People with Disability	
51-100	2
1-50	1
0	0

8. PRICING SCHEDULE

Proposed fee structure (including VAT) based on the following:

Lease/Rental Costs: (including disbursements and annual escalations)

Description	Year 1 Cost (Inc. VAT) (12 months)	Year 2 Cost (Incl. VAT) (12 months)	Year 3 Cost (Incl. VAT) (12 months)	Year 4 Cost (Incl. VAT) (12 months)	Year 5 Cost (Incl. VAT) (12 months)
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square meters (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Operating costs per month:					
Parking rent per month:					
Partitioning and renovations					
Office layout					
Fibre connection fees					
Maintenance					
Please specify any other additional costs					
Total Cost Incl. VAT					
Grand Total Cost					

- Note: Dry walls will be mostly used for partitioning and normal doors will be used with the exception of a server and storerooms.

9. VALIDITY OF PROPOSAL

- The service provider must confirm that they will hold their proposal validity for 120 days from the closing date of the submission.
- In exceptional circumstances, NAMC may solicit the bidder's consent to an extension of the bid's validity period. The request and responses thereto shall be made in writing.

10. SUBMISSION REQUIREMENTS FOR PROPOSAL

- All compulsory documents as stated under section 7 above.
- The bid proposal as per section 5 above.
- In case of joint ventures, bidders must provide a clear agreement regarding joint venture or consortia.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
- Bidders must submit 1 x original bid document, and 1 x copy of the original.
- **Submit USB containing the copy of your entire bid document.**
- Dry wall will be mostly used for partitioning and normal doors will be used with the exception of a server and storerooms.
- There will be no consideration or acceptance of late submissions.
- Ensure that the bid is dispatched to the correct physical address and received by the NAMC before the closing date and time.
- Our office hours are from 08:00 to 16:00 during weekdays, with the exception of public holidays.
- Bidders will still be allowed send their questions for clarity via email after compulsory briefing session. The deadline for the questions is 14 NOVEMBER 2024 at 11H00. Please email your questions to: scm@namc.co.za

- Responses will be published on the NAMC website: www.namc.co.za after the deadline.

PROPOSALS MUST BE HAND DELIVERED OR DISPATCHED TO NAMC AT THE FOLLOWING ADDRESS:

National Agricultural Marketing Council
Old Mutual Building, Block A, 4th Floor
536 Francis Baard Street
Meintjiesplein, Arcadia, Pretoria, 0001

CLOSING DATE FOR SUBMISSION: 22 NOVEMBER 2024 at 11H00


COMPULSORY BRIEFING SESSION: 11 NOVEMBER 2024 at 11H30

DEADLINE FOR BID RELATED QUESTIONS: 14 NOVEMBER 2024 AT 11H00

11. ENQUIRIES

- All enquiries must be directed to: scm@namc.co.za

12. APPROVAL

Approval			
	Name and Title	Signature	Date
Approved by:	Mashao David Mohale: Chairperson of the Bid Specification Committee		31 October 2024

13. DECLARATION BY THE BIDDER

I, the undersigned certify that the information provided is true and correct and understand the document's contents in full.

SIGNATURE:

DATE:

ANNEXURE A (2 PAGES: MANDATORY AND FORMAT OF REFERENCE)

1.Mandatory document required and complete the below mandatory section

MANDATORY TO FILL IN THE BELOW	ANSWER
1. Indicate the size offeredm ²
2. Clearly indicate the total price x 5 years including all taxes, parking, annual escalation and other costs) This is also indicated in SBD 3.1 as total and attached pricing schedule as total. Bidder will be evaluated on this amount.	R.....
3. Indicate years of experience in total, attach all the reference letters as proof Years
4. Clearly indicate Building AvailabilityMonths
5. Clearly indicate Beneficial occupationMonths
6. Building grading that the bidder is offering (A or B)	
7.Parking requirements: Provision of adequate safe parking secure on-site parking (pictures of marked parking bays attached) How many pictures attached. Marked “Parking”Picture(s)
8. Security. How many pictures attached. Marked “Security”Picture(s)
9. Space layouts. How many pictures attached. Marked “Space layouts”Picture(s)
10. BBBEE Expiry date:	
10. Compulsory briefing. Indicate the name of the person who attended and signed.	

Note: All this information (Number 1 – 8) must also be included in company profile and full description of the proposed property.

COMPANY REFERENCE LETTER

Details of the bidder:	Details of the company issuing the reference:
Name of Organisation:	Name of Organisation:
Contact person:	Contact person:
Contact number:	Contact number:
Email:	Email:

Service rendered: _____

Tender number or order number: _____

Address where service was rendered:

Period from _____ Period to _____

Was the service offered by the bidder: Good/Bad:

To be filled by company giving reference

Name: _____

Position: _____

Signature: _____

Date: _____

Company stamp or signature