

# ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA RUSTENBURG BRANCH OVER A PERIOD OF FIVE (5) YEARS.

RFP2021/04/NYDA



**nyda**

NATIONAL YOUTH DEVELOPMENT AGENCY  
**OUR YOUTH. OUR FUTURE.**

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## 1. Terms of reference

- TERMS OF REFERENCE ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA RUSTENBURG BRANCH OVER A PERIOD OF FIVE (5) YEARS.
- 1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION
- The purpose of this document is to request for tender for the lease of corporate office space for
- the National Youth Development Agency (NYDA) branch over a period of five years. The branch
- will be situated in Rustenburg Central Business District (CBD).
- The location of the corporate office space must be within walking distance (less than 3.5km) of
- public transport services, clearly visible from major local traffic routes and feature an unimpeded, entrance to the public area from street level, ideally within close proximity to public parking facilities.

## 1. Terms of reference Continues....

1.1 Positive consideration will be given to public parking availability close to the proposed premises. It is a further pre-requisite that the proposed new office be in proximity to retail banking facilities and other commercial nodes. Cognisance will be given to the security features of the proposed building/premises such as access control; perimeter fencing, etc. The overall security aspects of the proposed building/premises will be assessed with the physical evaluation of the premises, which is an integral part of the bid process.

1.2 National Youth Development Agency (NYDA) requires a corporate office space comprising of a minimum of 400m<sup>2</sup> and maximum of 500m<sup>2</sup>. The offices should be available for beneficial occupation and TI allowance on 3 May 2022, for pre-start allowing the NYDA internal Procurement processes to be concluded following the project fit-out period of approximately three-month prior occupation. The envisaged lease commencement date is 1 August 2022.

## Terms of reference Continues....

The Characteristics of the building/premises shall cater for tenant installation as follows but not limited to:

- 1.Counter service,
2. Two consultation rooms,
3. Training room for 40 people seated,
4. Two meeting rooms,
5. Kitchen to accommodate 10 people seated,
6. Boardroom to accommodate 18 people seated,
7. Two lockable storage rooms,
8. Three separate bathrooms (ladies and Gents) and one bathroom for physical disabled,
9. Server room,
10. A typical open plan office space accommodation, which need to be easily assimilated on the premises and public toilets. The building should be user friendly and accessible for people with disabilities.
11. Sick bay – a room set aside for treatment or accommodation of the sick.



## Terms of reference Continues....

- The successful bidder shall be responsible for the maintenance of the building/premises. This shall include at least but not limited to the following:
  - 
  - Power backup Generator if available
  - ❖ Windows;
  - ❖ Roofs;
  - ❖ HVAC & Fresh air including cleaning the diffusers inside;
  - ❖ Lightning protection;
  - ❖ Electrical supply: Up to Distribution board;
  - ❖ Fire Protection and Detection;
  - ❖ Plumbing: Up to first fix;
  - ❖ Lift service plan (if applicable)
  - ❖ Common area: Maintaining and up-keep, electrical reticulation;
  - ❖ Storm water
  - ❖ Parking, Grounds and gardens (if applicable)
  - ❖ Washing the external windows & facades;

NYDA will be responsible for, subject to the above listed items, for the interior wear and tear including the cleaning of the premises



## 1. Terms of reference Continues ....

#	Conditions	Yes	No
1.	The building should be situated in the Central Business District (CBD) of Rustenburg and offers sufficient space of a minimum of 450m <sup>2</sup> . Common floor areas to be included in the disclosed floor spacing for renting		
2.	Location close to public transport within 3.5km		
3.	A minimum of 15 covered parking bays in the access controlled area as part of the premises (inclusive of 2 paraplegic) will be required for staff vehicles at the premises and must be available for exclusive use by NYDA.		
4.	Fully functional Air-conditioned that can be operated at the office Temperature settings between 21o Celsius and 26o Celsius and controlled independently of other offices (tenants)		
5.	Manage the impact of sharing building with other tenants by demarcating NYDA allocated space separately		
6.	Suitability of current layout to NYDA needs. Extent of work to be done to make the current building layout fit NYDA needs.		
7.	The building must be in a 24/7 Access control premises which includes electronic controlled which is operated 24/7 by Security Officer		

## 1. Terms of reference Continues .....

#	Conditions	Yes	No
8.	Building must have CCTV cameras accessible by NYDA in common areas		
9.	The building must comply with Fire protection SANS 10400 and Trespass Act i.e., fitted with fire-alarm and smoke detectors		
10.	Building must have fiber optic for ICT connectivity and one unwired telephone point		
11.	Disability access (Offices and parking for staff and visitors). Facilities for disabled people (Ablution facilities).		
12.	Issue out Occupational Certificate as per municipal regulation before occupation by NYDA i.e. Electrical COC, Glazing COC, Plumbing COC and HVAC COC		
13.	The property owner should give NYDA brand image and signage rights. Such clause will be included in the Service Level Agreement.		

## 2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE

- All participating bidders must indicate their company name and company representative in Teams chat
- Bidders are reminded: Telephonic request for clarification will not be accepted. Any clarification required by a bidder regarding the meaning and interpretation of the Terms of Reference or any aspect concerning the bid must be requested in writing via email from SCM (tenders@nyda.gov.za).
- Written questions of clarification must be sent on or before 15 February 2022 at 16h00
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
  - Tuesday: 17 February 2022
- The bid number (RFP2021/04/NYDA) should always be quoted in all correspondence.

## 2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES.....

- A submission of one hard copy of the original submission, clearly marked “Original” and three (3) copied versions of the original, i.e. four (4) documents in total.
- The original and a copy must contain the same information and must be clearly marked and professionally presented.
- Bidders must indicate on the cover of each document whether it is the original or a copy.
- Bids should be submitted in a sealed envelope, marked with:
- Bid number: RFP2021/04/NYDA
- Bid Description
- The name and address of the bidder
- Bids must be submitted on or before 11h00, on Tuesday, 01 March 2022.
- Bids which are submitted after the closing date and time will not be accepted.
- Bidder’s representative are encouraged to share the information with the person who will be compiling the bid document to ensure that the requirements of the tender are understood.

### 3. THREE (3) STAGE EVALUATION PROCESS

- **Mandatory criteria (Stage one)**

- ✓ During the administrative/eligibility assessment, failure to provide any mandatory information as requested on page 20 will result in the proposal being deemed non-responsive.

- **Functionality criteria (Stage two)**

- ✓ Corporate office space (Max 20 points)
  - ✓ No points will be allocated for proposed office space above 600sqm
  - ✓ Proof of ownership (title deed or signed letter from the municipality with property details)
- ✓ Company experience (Max 20 points)
  - ✓ Positive testimonial letters from current or previous tenants (4 letters to obtain full points)
- ✓ Methodology and approach (Max 60 Points)
  - ✓ The general maintenance or mitigation plan of the proposed corporate office space as per 2.7(Max 30 points)
  - ✓ The full professional team as per 2.4 above (Max 20 points)

Youth owned companies (Max 10 points)



**NB: Bidders who fail to obtain a minimum threshold on functionality of 60% will be disqualified from Further Evaluation**

### 3. THREE (3) STAGE EVALUATION PROCESS CONTINUES...

#### ▪ Price and B-BBEE assessment

- ✓ Bidders will be evaluated based on 80/20 preferential points system, where 80 points will be used for price including all applicable taxes and 20 points are allocable to Broad-Based Black Economic Empowerment.
- ✓ Bidder must price according to the price schedule provided
- ✓ Breakdown on costs should be provided, where necessary;
  - ✓ The provision for tenant installation costs of R700 000.00 will be used at the NYDA discretion and is typically used for carpets, tiles, partitioning, electrical work and painting, etc.
- ✓ The price schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted;
- ✓ All prices quoted will remain firm for the first twelve (12) months, after anniversary date, the estimated price increase and percentage for remaining years will be fixed at 7% for bidding purposes, however, the actual increase will be determined by Consumer Price Index (CPI) or negotiated with the successful bidder.
- ✓ NYDA will pay for proposed office space up to 600sqm. Excess office space will be deemed to be provided for free and must not be included in the price schedule.
- ✓ Prices tendered must be valid for 120 days and must be for 5 years including provision for price increase;
- ✓ Bidders are to bring the total amount from the pricing schedules above to the final summary and add the provision for tenant installation costs to total bid price;
- ✓ Pricing should include VAT and must be in South African Rand.



**NB: Bidder must comply with the price instruction as indicated on page 23**

## 4. QUESTIONS / CLARITY / COMMENTS