

Rental of Building for Office Space for International Frontier Technologies SOC Ltd Company Reg. no: 2009/007987/30 for a period of five to ten years

Tender Number	RFT-4-2019/20
Mode of Bid Submission	Hand delivery / courier
Date of advertisement	12 July 2019
Date of compulsory briefing session	23 July 2019 at 11H00
Last Date & Time of Submission of Bid	2 August 2019 at 11H00 Tender documents received after this date and time will not be accepted regardless of the method used to send or deliver such documents
Date & Time of Opening of Bids	2 August 2019 at 11H00
Bidding Document Cost	Free
Bidding Documents Obtainable From	Bidders are requested to download the bid documents from Interfront's website at: http://www.interfront.co.za/procurement.html
Bid Submission Address	Bid documents must be deposited into the Tender Box at: Gleneagles Building, Somerset Links Office Park, De Beers Avenue, Somerset West The bid box will only be available from: Mondays to Fridays 08H00 to 17H00
Contact Details (for enquiries only)	Mrs. Lynn Solomons Tel no: 021 840 3400 Fax no: 021 840 3401 E-Mail: procurement@interfront.co.za



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1. PART 1 – INTRODUCTION

1.1 Introduction

International Frontier Technologies SOC Ltd (hereinafter referred to as “Interfront”) is a wholly owned subsidiary of the South African Revenue Service (hereinafter referred to as “SARS”). However, Interfront’s business operations function independently through its own Board of Directors and it strives to be a fully sustainable, eco-friendly body. Interfront is developing customs and border management information technology (IT) solutions for SARS and one other customer and support the systems it has in operation with clients. This request for tender (RFT-4-2019/20) is an invitation to prospective bidders to submit tenders for commercial property, with a view to concluding a lease to house Interfront staff of approximately 160 employees.

This request for tender RFT-4-2019/20 Rental of Building for Office Space (hereinafter referred to as “deliverables”), is an invitation by Interfront to prospective bidders to submit tenders, as further described in the bid documents and annexures hereto.

1.2 Type of contract for Deliverables

Once the bid has been awarded the successful bidder/s and Interfront will negotiate a lease agreement/s based on the deliverables as set out the body of this document with specific reference to Annexure 2 to this RFT. Although preference will be given to a successful bidder owning sufficient space and complying with the provisions of this bid document and annexures to accommodate the full space complement in one building, Interfront will also consider bids submitted by more than one landlord if the space offered is situated within a 120m of each other. The number of successful bidders will however be limited to two.

1.3 Contact details

Any queries regarding this bid or on any matter arising from or referred to in this document, must be addressed to Mrs. Lynn Solomons, in writing, as set out hereunder in table 1. Under no circumstances may any other employee of Interfront be approached for any information. Any such action may result in a disqualification of a tender submitted in response to this RFT.

Table 1

Enquiries	
Contact Person:	Lynn Solomons
Tel no:	021 840 3400
email address:	procurement@interfront.co.za
Closing date for enquiries:	31 July 2019

2. PART 2 – CONDITIONS OF CONTRACT

2.1 General Conditions of Contract

All bids, contracts or orders for goods and/or services shall be subject to the General Conditions of Contract as published by the National Treasury of the Republic of South Africa. In the event of any conflict between the provisions contained in any contract or agreement in place as between Interfront and the supplier / contractor / service provider and the General Conditions of Contract, the provisions as contained in the General Conditions of Contract shall prevail. Kindly familiarise yourself with these provisions at www.treasury.gov.za

2.2 Special Conditions of Contract

2.2.1 Tax Compliance

When submitting a tender to Interfront, bidders must be tax compliant and registered on the Central Supplier Database (CSD) of National Treasury. Bidders must also submit a **valid** Tax Clearance Certificate as part of their tender documents with their tax compliance status (TCS) authorization pin for Interfront to validate the bidders' tax compliance status on e-filing if needed. Bidders' tax compliance status will also be checked on National Treasury's CSD. No tender will be awarded to a bidder who is not tax compliant.

2.2.2 Interfront reserves the right to:

2.2.2.1 Cancel or reject any bid; not award the tender to the bidder who scores the highest price preference points; award the tender in part or in full to one or more bidders on a non-exclusive basis, cancel or reject any tender and not award the tender at all.

2.2.2.2 Interfront reserves the right in its sole discretion to:

- withdraw, suspend or cancel this RFT at any time, without providing reasons;
- not provide reasons for its rejection or the failure of any bidder or bid;
- change any condition, procedure or rule of the RFT by notice to all bidders;
- amend, vary, or supplement any of the information, terms or requirements contained in this RFT, any information or requirements delivered pursuant to this RFT, or the structure of the RFT process by notice to all bidders;
- re-advertise for RFT responses;
- provide further information in respect of, and modify the provisions or rectify any mistakes of this RFT at any time prior to the closing date by notice to all bidders;
- disqualify any person who is a bidder or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or to be disposed of, who directly or indirectly influence or interfere with the work of any Interfront employees involved in the procurement process in order, *inter alia*, to:
 - influence the process and/or outcome of a bid;
 - incite breach of confidentiality and/or the offering of bribes;
 - cause over- or under-invoicing;
 - influence the choice of procurement method or technical standards; and/or
 - influence any of Interfront's employees in any way which may secure an unfair advantage during or at any stage of the procurement process.

2.2.3 The following will lead to the immediate disqualification of a bidder:

- 2.2.3.1 Bidders who submit information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, falsified BEE credentials, experience, qualifications, etc.
- 2.2.3.2 Bidders who received information not available to other vendors through fraudulent means;
- 2.2.3.3 Bidders who try to influence the bidding process by illegal means.
- 2.2.3.4 Bidders who fail to declare their interest in Interfront, dealings or relationships with any staff member of Interfront.
- 2.2.3.5 Tenders that are delivered after the closing date and time of the tender, regardless of the method used to send or deliver the tender documents.

2.2.4 The following bidders may be disqualified:

- 2.2.4.1 Bidders who fail to provide proof of their tax compliance status;
- 2.2.4.2 Bidders who fail to provide written proof from the SARS that, that bidder has no tax obligations;
- 2.2.4.3 Bidders who submitted incomplete information and/or documentation according to the requirements of this RFT;
- 2.2.4.4 Bidders who do not comply with any other requirements as stipulated in this document;
- 2.2.4.5 Bidders who do not meet any of the mandatory requirements;
- 2.2.4.6 Bidders who are not registered on the CSD of National Treasury.
- 2.2.4.7 Proposals/bids that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the proposal.

2.2.5 Costs

All costs relevant to this bid must be stipulated in the pricing schedule by the bidder. No costs will be paid for if not stipulated in the tender.

2.2.6 Submission of tender documents:

Tender documents must be in hardcopy, sealed and properly packaged with RFT-4-2019/20 Rental of Building for Office Space on it. Each page of the tender documents must be initialled by the bidder. Tender documents will only be considered if received by Interfront before or on the closing date and time, regardless of the method used to send or deliver such documents to Interfront. No electronic submission of tender documents is allowed. Late bids will not be accepted. Only originally signed tender documents will be accepted. No photocopies of signed documents will be allowed.

2.2.7 Central supplier database (CSD) registration

All bidders partaking in this tender must be registered on National Treasury's Central Supplier Database (CSD), registration can be done via their website at www.csd.gov.za. No tender will be awarded to a bidder who is not registered on the CSD.

2.2.8 Checklist

Take note of Returnable Schedule 8 attached hereto.

2.2.9 Information to be provided by the bidder

- 2.2.9.1 Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations. By submission of a tender each bidder warrants

that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she/it has tendered.

- 2.2.9.2 Any work performed by a successful bidder will be evaluated against these criteria.
- 2.2.9.3 The bidder also warrants that the goods/service provided will be of a superior standard, and is unlikely to cause undue difficulties.
- 2.2.9.4 Interfront may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information promptly and in writing.
- 2.2.9.5 Interfront may request a site visit to verify the information provided by the bidder/s.

2.2.10 Acceptance of RFT conditions

The bidders' participation in this RFT process is deemed to constitute acknowledgement and acceptance by the bidder of the Special Conditions of Contract contained in this RFT as well and National Treasury's General Conditions of Contract.

2.2.11 Validity of information

Interfront has made reasonable efforts to ensure accuracy in compiling this RFT. However, neither Interfront, nor its employees, directors, officers, advisers, shareholder or representatives will be liable to the bidder or any third party for any inaccuracy or omission in the RFT or in respect of any additional information Interfront may provide to the bidder as part of the RFT process.

The bidder is deemed to have examined this RFT and any other information supplied by Interfront to the bidder and to have satisfied itself as to the correctness and sufficiency of such before submitting a bid.

2.2.12 RFT not an offer

This RFT does not constitute an offer to do business with Interfront, but merely serves to facilitate a requirements-based decision process. Nothing in this RFT or any other communication made and entered into between Interfront (including its employees, directors, officers, advisers, shareholder or representatives) is a representation that Interfront will offer, award or enter into a contract.

2.2.13 Compulsory briefing session

A compulsory briefing session will be held on 23 July 2019 at 11H00 at Gleneagles Building, Somerset Links Office Park, De Beers Avenue, Somerset West. Bids received from bidders who did not attend the compulsory briefing session will not be opened and evaluated. Parking is limited therefore please reserve a parking bay with Mrs Lynn Solomons. Only 1 parking bay per bidding entity will be allowed. Should not enough parking bays be available, attendees will have to find alternative parking without the assistance of Interfront. The sole purpose of this briefing session is to provide the bidders with some background information as to expectations and requirements. It is imperative that bidders have a clear understanding of the bid requirements Bidders will be afforded and opportunity to address any concerns or uncertainty they may have at the session.

2.2.14 Preparation Costs

The bidder will bear all its costs in preparing, submitting and presenting any response or tender to this RFT and all other costs incurred by it throughout the RFT process. Furthermore, no statement in this RFT will be construed as placing Interfront, its employees, directors, officers, advisers, shareholder or representatives under any obligation whatsoever, including in respect of costs,

expenses or losses incurred by the bidders in the preparation of their response or tender to this RFT.

2.2.15 Indemnity

If a bidder breaches any condition of this RFT and, as a result of that breach, Interfront incurs costs or damages (including, without limit, the cost of any investigations, procedural impairment, repetition of all or part of the RFT process and enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds Interfront harmless from any and all such costs which Interfront may incur and for any damages or losses Interfront may suffer.

2.2.16 Responsibility for subcontractors and bidder's personnel

A bidder is responsible for ensuring that its subcontractors, personnel (including employees, directors, officers, advisers, shareholders and other representatives of a bidder) and personnel of its subcontractors comply with all terms and conditions of this RFT.

2.2.17 Confidentiality

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFT or a bidder's bid(s) may be disclosed by any bidder or other persons not officially involved with Interfront's examination and evaluation of a bid.

No part of the RFT may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a bid. This RFT and any other documents supplied by Interfront remain proprietary to Interfront and must be promptly returned to Interfront upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this RFT process and thereafter, bidders must secure Interfront's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFT relates; or (ii) the process which follows this RFT. Failure to adhere to this requirement may result in disqualification from the RFT process and civil action.

After the closing date, no confidential information relating to the process of evaluating or adjudicating RFT responses or appointing a bidder will be disclosed to a bidder or any other person not officially involved with such process.

2.2.18 Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for the B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidate B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is preferred for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. Signed agreements will be acceptable as proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the lead partner and the joint venture and/or consortium party. The agreement must also clearly identify the lead partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

2.2.19 National Treasury

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Interfront reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

2.2.20 Governing Law

South African law governs this RFT and the response process of this RFT. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this RFT, the RFT itself and all processes associated with this RFT.

3. PART 3 – EVALUATION

3.1 After the closing date:

- Interfront may request additional information, clarification or verification in respect of any information contained in or omitted from a bidder's bid, which Interfront may do either in writing or at a meeting convened with the bidder for that purpose;
- no amendment may be made to a bid, unless specifically permitted or requested by Interfront;
- Interfront may shortlist bidders and may request presentations from short-listed bidders to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their bid. This is an optional fact finding process which provides an opportunity for the bidder to clarify or elaborate on their bid. Interfront shall schedule the time and location of these presentations as and if necessary.
- Please take note that any and all costs involved in setting up these sessions will be borne by the bidder
- Interfront will enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the RFT responses;
- Interfront will evaluate the RFT responses with reference to Interfront's Evaluation Criteria detailed in paragraph 3.2. Interfront reserves the right to employ subject matter experts to assist in performing such evaluations.

3.2 Evaluation criteria and methodology

Documents (mandatory and non-mandatory) will be evaluated according to the criteria specified in this RFT.

3.2.1 Pre-qualification

Only bidders who has a minimum level four (4) B-BBEE status level of contributor may submit tenders in response to this RFT as provided for in the Preferential Procurement Regulations, 2017.

3.2.2 Interfront's Pre-qualification Criteria – Gate 0

Interfront has defined minimum pre-qualification criteria that must be met by the Bidder in order for Interfront to accept a Tender for evaluation. In this regard a pre-evaluation verification will be carried out by Interfront in order to determine whether a Tender complies with the requirements in 3.2.3 below.

Where there is a failure to comply fully with any of the pre-qualification criteria, or Interfront is for any reason unable to verify whether the pre-qualification criteria are fully complied with, Interfront will have the right to either:

- reject the Tender in question and not to evaluate it at all;
- give the Bidder an opportunity to supplement the information and/or documentation provided by it under its Tender so as to achieve full compliance with the pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days and is purely administrative in nature;
- in any event permit the Tender to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the tender.

3.2.3 Mandatory requirements

- A GLA of between 1600m² and 1800m² (please refer to Interfront's definition of GLA in the glossary). Bidders are allowed to bid with spaces smaller than the GLA listed above if they are aware of another available building within a 120m radius that will supplement the rest of the office space. It is imperative that the other building be included in this tender process as it is the intention of Interfront to enter into an agreement/s to ensure total office space of at least 1600m² GLA. Shared accommodation will only be considered where Interfront has a separate dedicated entrance for exclusive use by Interfront.
- Location of proposed premises must be in Somerset West or Strand, preferably within a 2km radius of the Somerset Links Office Park
- A minimum of 140 parking bays available for the exclusive use of Interfront staff. Minimum of 1 parking bay per 25m² GLA on the premises. The rest can be made available off site within a 1 km radius of the property.
- Provide the physical address of the proposed building and include pictures of the proposed building (Exterior and interior).

Table 2 contains further pre-technical (mandatory pre-qualification) criteria that are specific to this RFT. If the bidder does not meet any of the mandatory pre-qualification criteria, the bidder will be disqualified and the bidder's proposal will not be evaluated further. The bidder should be aware that any other requirement that is indicated as a mandatory requirement in this or any other document in this RFT pack may also serve as a pre-qualification requirement unless stated otherwise.

Table 2

Pre-qualification criteria / Mandatory Requirements	Tick
Did you attend the compulsory briefing session on 23 July 2019?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bidder has a minimum level 4 B-BBEE status level of contributor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Invitation to bid – SBD 1 document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pricing schedule – SBD 3.1 document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration of Interest – SBD 4 document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Industrial Participation Programme – SBD 5 document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preference points claim form – SBD 6.1 document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration of Bidder’s past Supply Chain Management Practices – SBD 8 document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certificate of Independent Bid Determination – SBD 9 document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed General Conditions of Contract (GCC) document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Central Supplier Database (CSD) registration report with supplier CSD number included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company bank stamped letter (not older than six (6) months) document included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tax Clearance Certificate and Tax Compliance Status pin documents included	Yes <input type="checkbox"/> No <input type="checkbox"/>
Non-compliance to the above mentioned documents will disqualify the bid.	

Where there is a failure to comply fully with any of the pre-qualification criteria or Interfront is for any reason unable to verify whether the pre-qualification criteria are fully complied with, Interfront will have the right to either:

- 3.2.3.1 entirely reject the tender in question and not to evaluate it at all;
- 3.2.3.2 give the bidder an opportunity to supplement the information provided by it under its tender so as to achieve full compliance with the pre-qualification criteria within a period prescribed by Interfront;
- 3.2.3.3 require the bidder to provide Interfront with such information as Interfront may request within a period prescribed by Interfront in order to enable Interfront to properly verify whether there is full compliance; or
- 3.2.3.4 in any event permit the tender to be evaluated.

3.2.4 Gate 1 – Technical evaluation

Only bidders that have met the mandatory requirements will be evaluated in gate 1 on technical functionality. In the technical evaluation phase, bidders will need to attain a minimum of 85% out of 100 points. The total score will be converted to a percentage and only bidders who have met or exceeded the minimum threshold of 85% for functionality will be considered. A bidder who scores **LESS than 85%** will be regarded as submitting a non-responsive bid and shall not be evaluated further.

All bidders who score 85% or more for functionality will be evaluated further on points for price and B-BBEE in terms of the 90/10 preference point system.

Refer to **Table 3** below for detail of the points scoring system for functionality.

Technical - Desktop evaluation	Scoring (%)	Scoring Criteria in percentages
<p>Building split: Interfront prefers to be hosted in one single building, however up to a maximum of 2 buildings will be considered if the buildings are within 100m of each other. No one building should be less than 500m² GLA. No shared accommodation will be considered i.e. sharing an office block is permitted, however, no consideration will be given where Interfront would be required to share a floor with another entity or person unless there is a separate dedicated entrance for exclusive use by Interfront.</p> <p>Sufficient parking: Either: - 1 parking onsite per 13m² GLA or - 1 parking per 13m² GLA, (onsite or within 1km radius) onsite parking bays should not be less than 1 bay per 25m²), anything less will be regarded as insufficient and no points will be scored.</p> <p><i>(NB: In the case of parking provided offsite, via a 3rd party option, permanent security must be in place and parking should be access controlled. A minimum number of 140 total parking bays should be available onsite and/or offsite with an option to expand to 160 in the future. If the parking offsite is made available through a 3rd party, Interfront reserves the right to enter into a contract directly with the 3rd party or through the lessor at the discretion of Interfront.)</i></p>	40	<ul style="list-style-type: none"> • Single building, with sufficient parking as defined , GLA 1600m² – 1800m² = (40) • Split buildings (maximum 2 buildings) within 100m of each other, with sufficient parking as defined, totalling GLA of 1600m² – 1800m² = (30) • Building m² outside of the defined parameters = (0) • Insufficient parking as defined = (0)
<p>Occupation available by Interfront: Occupation should be between August 2019 and January 2020.</p>	20	<ul style="list-style-type: none"> • Occupation available from August or September 2019 = (20) • Occupation available before November 2019 = (15) • Occupation available before January 2020 = (10) • Occupation after January 2020 = (0)
<p>Security: All buildings are within a security area with 24 hour guarded security, is well secured, perimeter is well secured providing a high level of security to overall</p>	20	<ul style="list-style-type: none"> • Meets all these requirements = (20)

property, the surrounding areas of the premises do not present obvious concern (Cognisance will be given to the general security and crime stats of the proposed area)		<ul style="list-style-type: none"> Does not meet all these requirements = (0)
Location: Location of proposed premises must be in Somerset West or Strand, preferably within a 2km radius of the Somerset Links Office Park. Location should be in close proximity to retail shopping and banking facilities and other commercial modes.	10	Location in Somerset West/Strand is a prerequisite to score any points. Location and proximity to other commercial institutions: <ul style="list-style-type: none"> Close proximity to restaurants /mall / strip mall (within 500m) (10) location of restaurants / mall / strip mall are further than 500m away but less than 1km (5) nearest restaurant / mall / strip mall are further than 1km away (0)
General Building Design: Interfront will consider buildings ranging from Grade B to Grade A+.	10	<ul style="list-style-type: none"> Building is Grade A or higher (10) Building is Grade B (5) Building is rated lower than B (0) (Please provide certificate with building rating)
Total	100	

NB: In order to score Interfront may request a site visit.

3.2.5 Gate 2 – Price and BEE evaluation

3.2.5.1 Only bidders who score a minimum of 85% in gate 1, will move on to gate 2.

The price and BEE evaluation shall be based on the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 and the points for evaluation criteria are as follows:

The 90/10 Preference point system will be used for this tender for the acquisition of goods/services with the Rand value of more than R50 million, inclusive of all applicable taxes.

Table 4

Adjudication Criteria	Points
Price Evaluation	90
BEE Evaluation	10
TOTAL	100

3.2.5.2 Price shall be scored as follows:

$$P_s = 90 \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

Where: **P_s** is the number of points scored for price;
P_t is the comparative price of the bid under consideration;
P_{min} is the comparative price of the lowest acceptable bid.

3.2.5.3 Preference points shall be scored as follows:

Points will be awarded to Bidders who are eligible for preferences in respect of:

- B-BBEE contribution in terms of Returnable Schedule 4: SBD6.1
- B-BBEE Status Level of Contributor.
- A bidder may not be awarded points for B-BBEE status level of contributor if the bid documents indicate that the bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- Up to 10 evaluation points (NP) will be awarded for the level of B-BBEE contribution, in accordance with table 5 below:

Table 5

B-BBEE Status Level of Contributor	Number of Points for Preference
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Refer to: http://www.thedti.gov.za/economic_empowerment/bee.jsp for the BEE Act and information.

3.2.5.4 The total number of adjudication points (N_T) shall be calculated as follows:

$$N_T = P_s + N_p$$

Where: **P_s** is the number of points scored for price
N_p is the total number of BBBEE points obtained

3.3 Process following evaluation

3.3.1 Following Interfront's evaluation of the RFT responses in this RFT, Interfront has the right to, *inter alia*, in its sole discretion:

- 3.3.1.1 shortlist one or more bidder(s) for award;
- 3.3.1.2 undertake a Best and Final Offer (BAFO) process;
- 3.3.1.3 Interfront may conduct a due diligence exercise on any bidder or its subcontractor, which may include interviewing customer references or other activities to verify a bidder's submitted or other information and capabilities (including visiting the bidder's or subcontractor's premises, sites and facilities) to verify certain stated facts or assumptions and in which regard the bidder will be obliged to grant Interfront with all such access, assistance and/or information as Interfront may reasonably request and to respond within the timeframes set by Interfront; or
- 3.3.1.4 Take any other action it deems appropriate.

3.3.2 Interfront reserves the right to revise the points accorded to a bidder in respect of all or any of the criteria at any time in the event of further information being obtained by Interfront, which in Interfront's opinion justifies such revision.

3.3.3 Upon completion of its evaluations, Interfront may select one or more preferred bidders for award as a single supplier or to form a panel of service providers.

3.3.4 Interfront will be under no obligation to select the bidder with the highest number of points.

3.3.5 Upon an award, the successful bidder will be required to enter into the agreement with Interfront. In this regard:

- 3.3.5.1 Interfront may require the bidder to enter into an interim agreement under which the transition services would commence;
- 3.3.5.2 Interfront may enter into negotiations with the bidder with a view to concluding the agreement;
- 3.3.5.3 Interfront will be entitled to cease negotiating with a bidder and negotiate with another bidder if Interfront, in its sole discretion, is of the opinion that: the bidder has made misrepresentations in its RFT response; the bidder is attempting to withdraw from positions or commitments made in its bid; the bidder is not negotiating in good faith; or an agreement may not be expeditiously concluded with the bidder for any other reason.

PART 4 – RETURNABLE SCHEDULES
RETURNABLE SCHEDULE 1 - ANNEXURE 1 – SBD 1
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF INTERFRONT					
BID NUMBER:	RFT-4-2019/20	CLOSING DATE:	02 August 2019	CLOSING TIME:	11H00
DESCRIPTION	Rental of Building for Office Space				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Gleneagles Building					
Somerset Links Office Park					
De Beers Avenue, Somerset West					
The bid box will only be available from Mondays – Fridays, 08H00 to 17H00					
BIDDING PROCEDURE ENQUIRIES & TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	Lynn Solomons				
TELEPHONE NUMBER	021 840 3400				
FACSIMILE NUMBER	021 840 3401				
E-MAIL ADDRESS	procurement@interfront.co.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
CONTACT PERSON					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/ Consortium member)	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: (To be completed for each subcontractor)	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	

Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

**RETURNABLE SCHEDULE 2 - ANNEXURE 2 – SBD3.1
PRICING SCHEDULE – FIRM PRICES SBD 3.1 (ANNEXURE 2A)
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

Name of bidder.....	Bid number: <u>RFT-4-2019/20</u>
Closing Time: <u>11H00</u>	Closing date: <u>02 August 2019</u>

**** (ALL APPLICABLE TAXES INCLUDED)**

Escalation %						
Price per m ² Year 1						
TI Allowance	For 5 year lease					
Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total 5 years
Bid price						
Other cost						
VAT						
Total Bid price inclusive of VAT						

Escalation %						
TI Allowance	For 10 year lease					
Description	Year 6	Year 7	Year 8	Year 9	Year 10	Total 10 years
Bid price						
Other cost						
VAT						
Total Bid price inclusive of VAT						

Total cost of Tenant installation (cost to be paid by Interfront as well as the Landlord as per the TI allowance: R _____

Description	Price (Exclusive of VAT)	Price (Inclusive of VAT)
Tenant installation cost to be paid by the Landlord as part of TI allowance		
Tenant installation cost to be paid by Interfront		
Total		
10% contingency on changes requested by Interfront		
Total with contingency		

TOTAL TENDER PRICE IN SA RANDS

Total Cost of Lease over a 5 year period (Inclusive of VAT, Discounts, etc.) R _____

Total Cost of Lease over a 10 year period (Inclusive of VAT, Discounts, etc.) R _____

A detailed price breakdown of the TCO as declared, must be provided.

Note to pricing

The bidder must take the following into consideration when pricing:

- Detailed deliverables as per the specifications as set out in Annexure 2B and Annexure 9:
- Rates and services cost must be included
- Cost/charges should include all costs in respect of labour, material, overheads, profit, delivery etc.;
- **Ensure that the quoted costs and rates includes all costs deemed necessary as no additional costs will be admitted later;**
- All rates and quotes costs must include Value Added Tax (VAT);

Interfront may require a breakdown of quoted costs and rates on any of the items priced and the bidder is to provide same without any additional cost.

- Required by: Interfront
- At: Gleneagles Building, Somerset Links Office Park, De Beers Avenue, Somerset West
- **Does the offer comply with the specification(s)? *YES/NO**
- If not to specification, indicate deviation(s).....
- **Period required for delivery**
- ***Delivery: Firm/not firm**

PRICE SCHEDULE AND SPECIFICATIONS (ANNEXURE 2B)

1. BACKGROUND

Interfront is a software system provider to SARS Customs and is engaged on a multi-year programme to develop and adapt SARS systems to meet the requirements of the new Customs Acts.

The Gleneagles Building has provided suitable accommodation and an efficient working environment. However, due to the steady increase in the staff complement, as well as the projected staff complement required to service the future needs of our clients, bigger accommodation has become a necessity.

2. KEY OBJECTIVE

To procure premises that is value for money and big enough for our current and future needs.

3. DELIVERY TIME

Our current contract expires in January 2020 and the offered office space should be available for occupation by Interfront by no later than 1 January 2020 to ensure time for transition. Should the awarded bidder fail to deliver any or all of the deliverables within the delivery time specified, Interfront has the right to impose penalties or terminate the order/contract. See clause 21, 22 and 23 of the General Conditions of Contract.

The bidder is to supply Interfront proposals as per the specifications listed in the paragraph 4 below.

4. SPECIFICATIONS

Requirements:

In view of the above, Interfront is requesting information from prospective bidders to supply information on the availability to lease modern commercial office space (as per the SOPOA commercial office definition) in Somerset West or Strand. The premises to be available for beneficial occupation preferably by 1 September 2019 but latest 1 January 2020. A technical gate bid evaluation process will be followed to select the best fit and market related option for Interfront. All work done during the bidding stages is at bidders own risk and Interfront will not contribute financially to any submission or be held liable for any financial claims. Office space should be rated Grade B or higher.

Building Characteristics and Location:

The characteristics of the building fabric/shell shall allow for a modern office – matching the layout specifications supplied in Annexure 9. In the event of a multi-tenanted building, for security reasons, Interfront will only consider a shared building if we receive a dedicated floor. In extreme cases Interfront may consider sharing office space on the same floor as another tenant but only if there is a separated dedicated Interfront entrance. The building shall allow for modern agile office implementations. If more than one building is included in the total offered space, no one building should measure less than 500m² GLA.

The allowable location of the facility is supplied in Section B (ii) below. Over and above, the location must be within walking distance (less than 1 km) of public transport services and major local traffic routes, ideally within close proximity to public parking facilities. Positive consideration will be given to dedicated secure covered on-site parking availability within the premises, but parking facilities within 1km of the building will be considered.

It must be noted that if the bidder is proposing 3rd party parking services, Interfront reserves the right to either enter into a contract directly with the 3rd party or will consider the single point of contact for ALL parking to be the bidder only. This will be determined during lease negotiation after the bid has been

awarded but the bidder should demonstrate the availability of the parking as well as the willingness of the 3rd party to supply the parking to Interfront for a period that is concurrent with the lease and any renewal thereof.

It is a further pre-requisite that the proposed office be located in walking distance (less than 1km) to retail shopping and banking facilities and other (non-industrial) commercial nodes.

Cognisance will be given to the security features of the proposed building such as access control, perimeter fencing, etc. The overall security aspects of the proposed accommodation will be assessed with the physical evaluation of the premises, which is an integral part of the tender process. Cognisance will also be given to the general security and crime stats of the proposed area.

If a bidder/bidders intends on submitting more than one building for consideration, the bidder must submit separate bid responses for each premises offered.

Reduced Operating Costs:

Advantageous Consideration: Cognisance will be given to building features, with roof design allowing for rain water harvesting/grey water harvesting options, advanced thermal insulation characteristics and architectural studies of natural light usage. These features offer potential for operating cost reduction. The bidder is to indicate the proposed operating cost reduction in their proposals.

Full professional Team:

Interfront requires that the bidder appoints a full Professional team to execute the fit out of the internal design to ensure conformance to all applicable South African statutory regulations, Acts and the Interfront specific fit-out requirements specified in Annexure 9. Furthermore please refer to section A below.

Details of the bidder's proposed Professional team for the project must be provided as a returnable document. The bidder must specifically note that post tender award, the bidder will be responsible for the fit out of the office space, after the plans have been signed off by Interfront.

Specific Bid Exclusions:

- Clearing and preparing (white boxing) the premises prior to fit-out (To be completed by the Landlord).
- IT infrastructure – by Interfront IT. (Bidder will allow for cable tray reticulation, construction of server/patch and UPS rooms, etc.)
- Furniture manufacture, supply and Installation.
- Furniture Power Panels with unconnected plug sockets – by Furniture supplier (bidder will supply electrical hook-up to sockets).

A. APPOINTMENT OF PROFESSIONAL TEAMS/SUBCONTRACTING

High level description of services required / to be executed by bidder if successfully awarded. This is a simplified view and turnkey service provider is to allow for all requirements needed to fulfil tender specification:

Design:

The bidder's designer will execute a draft design taking into account the floor space available by the bidder together with a detailed analyses of the requirements from Interfront as listed in Annexure 9. The proposed design should be costed and the cost should be stipulated on the pricing schedule. Annexure 2 SDM 3.1. The draft design should be submitted as part of the bid.

After the bid has been awarded, the Designer has to engage with Interfront for any required changes to the design. Costing should not increase more than the 10% contingency allows. Interfront reserves the right to negotiate a different floor plan to ensure cost saving.

Construction:

Once the design has been fully signed off by Interfront, the bidder will fit out the proposed office with suitable qualified CIDB graded resources, and make ready for beneficial occupation. Interfront will install final IT requirements and all furniture.

The turnkey service provider is expected to have the following professionally registered teams or team members (as a minimum but not limited to):

- Project Manager to oversee the building fit-out
- Professional Designer
- Expert Construction and Tenant Fit out teams - Suitably CIDB registered.

B. PROPERTY, LOCATION, COMPLIANCE & PARKING

(i) Property

Interfront requires commercial office space suitable for office usage.

Interfront requires a proposed GLA of a minimum of 1600 m² to 1800 m² GLA.

Interfront will consider buildings ranging from Grade B to Grade A+ to increase market responses.

Interfront acknowledges that building shape is unique per building which affects design performance and that a fixed usable and GLA m² requirement may not achieve a suitable Interfront compliant office layout in all buildings and is therefore not a guarantee of fit for purpose. Interfront will therefore consider buildings within stated margins above.

(ii) Location

The location of the building must be in the Somerset West/Strand area, with the preferred location being within a two kilometre radius of the Somerset Links Office Park.

(iii) Building regulation and compliance

The premises shall comply with local council bylaws and the National Building Regulations. Any programme by the bidder to prepare the proposed premises is to be fully legally compliant with all relevant Acts and By-Laws, National Building Regulations and OHSA.

The bidder shall cost as part of the final tender sum all submissions to council, fire department, etc. and all approvals.

(iv) Parking

A minimum of 140 parking bays will be required for staff vehicles (including 2 disable bays) and must be for the exclusive use of Interfront. All parking is to be provided within a safe and secure environment. A minimum of 1 parking bay per 25m² GLA is required on site. The rest can be supplied offsite within a 1 km radius. Offsite parking should also be in a safe and secure environment. More onsite parking than required will be advantageous.

C. STANDARD SPECIFICATIONS

(a) SANS specifications

The accommodation offered shall comply with all the laws or local authority requirements and specifications:

(b) Occupational Health and Safety Act

The premises / building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended, and the latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

(c) The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977), as amended (SANS 10400);

(d) The Municipal by-laws and any special requirements of the local supply authority;

(e) The local fire regulations; and

(f) Compliance Certification and occupation certificate.

Should the bid be awarded, certificates related to the above must be provided to Interfront, upon completion of the fit-out by the landlord.

D. COUNCIL / LOCAL AUTHORITY SUBMISSIONS

The turnkey bidder's professional team shall ensure that the Tenant Installation layout is designed to comply with Interfront requirements in conjunction with all local building regulations and by-laws, including rational fire submission and approvals.

The building designs shall comply with provisions of SANS 10400 Part S: Facilities for disabled staff. Further, the building shall comply with SANS 10-400-T: 2011 Edition 3 with width of all Fire Escape passages at 1500mm wide (clear) to support staff with movement disabilities.

The bidder is to cost for full submission and approvals.

E. HAND OVER DOCUMENTATION

Along with all standard handover documentation, the turnkey bidder's professional team shall ensure all layouts for all services are supplied to Interfront in hard copy and AutoCAD compatible electronic format on project hand-over for tenant occupation.

G. CLARITY ON POST-AWARD PROCESS

The bidder must cost for the following at the bidding stage:

- Leasing Offer (Rental and operating cost) per 5 year term as well as 10 year term.
- Full Parking Offer.
- Estimated TI fit-out as per design presented by bidder based on the Interfront requirements listed in Annexure 9.

Upon successful award of tender and subsequent detailed TI fit-out cost estimates being approved by Interfront, Interfront will then instruct the bidder to proceed with the fit-out inclusive of fit-out and construction. The bidder is expected to submit all documentation as requested by Interfront and additional documentation as deemed fit by the bidder completed in detail and in full.

RETURNABLE SCHEDULE 3 - ANNEXURE 3 – SBD4

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.1 Identity Number:

2.2 Position occupied in the Company (director, trustee, shareholder²):

2.3 Company Registration Number:

2.4 Tax Reference Number :

2.5 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO** presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO / N/A** the appropriate authority to undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO / N/A** document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, **YES/NO** aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

5. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

RETURNABLE SCHEDULE 4 - ANNEXURE 4 – SBD6.1

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) The 90/10 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (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)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

RETURNABLE SCHEDULE 5 - ANNEXURE 5 – SBD5 (If applicable)

SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million.
o
r
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
o
r
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
o
r
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will

amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and

Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number	Closing date:.....
Name of bidder.....	
Postal address	
Signature.....	Name (in print).....
Date.....	

RETURNABLE SCHEDULE 6 - ANNEXURE 6 – SBD8

SBD 8

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution’s supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If YES, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If YES furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If YES , furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If YES , furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Js365bW

RETURNABLE SCHEDULE 7 - ANNEXURE 7 – SBD9

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ RFT-4-2019/20 Rental of Building for Office Space _____
(Bid Number and Description)

in response to the invitation for the bid made by:

_____ Interfront _____

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. has been requested to submit a bid in response to this bid invitation;
 - b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a. prices;
 - b. geographical area where product or service will be rendered (market allocation);
 - c. methods, factors or formulas used to calculate prices;
 - d. the intention or decision to submit or not to submit, a bid;
 - e. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

RETURNABLE SCHEDULE 8 - ANNEXURE 8 - Checklist:

<u>Documents to include in your tender pack / Action taken</u>	<u>Tick if you have included/actioned</u>
Attended briefing session on 23 July 2019	<input type="checkbox"/>
Invitation to bid (SBD 1)	<input type="checkbox"/>
Tax Clearance Certificate and TCS authorisation pin	<input type="checkbox"/>
Bidder has a minimum level 4 B-BBEE status level of contributor	<input type="checkbox"/>
BEE certificate / Sworn Affidavit	<input type="checkbox"/>
Price Schedule (SBD 3.1) (Annexure 2A)	<input type="checkbox"/>
Completed Price Schedule and Specifications (Annexure 2B)	<input type="checkbox"/>
Declaration of Interest (SBD4)	<input type="checkbox"/>
The national industrial participation programme (SBD5) – if applicable	<input type="checkbox"/>
Preference points claim form (SBD 6.1)	<input type="checkbox"/>
Declaration of past supply chain management practices (SBD 8)	<input type="checkbox"/>
Certificate of independent bid determination (SBD 9)	<input type="checkbox"/>
CSD report included	<input type="checkbox"/>
Company profile	<input type="checkbox"/>
Company stamped bank letter (not older than six months)	<input type="checkbox"/>
Responded to all technical functionality evaluation criteria (Table 3)	<input type="checkbox"/>
Print General Conditions of Contract, initial each page and include in this pack http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/default.aspx	<input type="checkbox"/>
All pages of the Tender pack has been initialled	<input type="checkbox"/>
Draft office layout design	<input type="checkbox"/>

ANNEXURE 9 – OFFICE LAYOUT / BUILDING REQUIREMENTS

Description	Nr	Additional information
ICT Network		
Fibre / Metro Ethernet coverage		Building must be in a location with Fibre/Metro Ethernet coverage
Wireless comms		Line of site to Helderberg wireless High-site
Workspace requirements		
Reception	1	Reception and visitors waiting area
Directors Offices	3	Offices for Managing, Operations and Financial Directors. Space for 1 staff member close to the office. (included in the total of 149) 2 of the office should be in the “corporate” area and 1 should be in the operational” area. Office should be able to have a managerial desk, bookshelf, cupboard, credenza and a meeting table accommodating 4 – 6 people.
Managerial Offices	3	Space for 11 staff members close to the managerial offices (included in the total of 149) These offices should be in the “corporate” area, close to one another. (HR manager, Finance Manager, Company secretary. Office should be large enough to host a desk, bookshelf, cupboard and meeting table for 2 people.
6 seater meeting rooms	5	Spread throughout the office space
14 Seater Boardroom	2	1 Close to the “corporate” area 1 Close to the “operational” area
Training rooms	2	Training room wall should be movable to open into 1 large training room big enough to seat 100 people conference style. Training rooms does not have to be equal sizes)
Kitchens/pause areas	1	At least 1 per building (depending on the number of buildings in the tender) Large enough to cater for staff in the building. Smaller kitchenettes on additional floors.
Female toilets	TBDBB	As per health and safety requirements
Male toilets	TBDBB	As per health and safety requirements
Paraplegic toilets	TBDBB	Paraplegic toilets should be catered for
Server room	1	Please see Annexure 10 for server room specs.
Patch room	TBDBB	Every additional floor or building should have a patch room, (Floors/buildings other than the one with the main server room)
Open area seats	149	At least 149 open area seats, table of 1800x650mm each.
Store rooms	5	At least one per building (min 4 in total) 3m ² – 6m ²

"Corporate" area		At least 12 open area seats 2 Directors offices, 3 management offices (included in total number of 149)
"Operational" area		At least 100 open area seats 1 Directors office. (Included in total number of 149)
ICT area		The ICT area should be separately access controlled. At least 25 open area seats. (Included in the total number of 149). The ICT area should have a server room, storeroom (included in the total 5) and work bench of at least 3000mmx650mm
Other		Cognisance should be given to reduce operating cost by making use of architectural studies of natural light, rain water/grey water harvesting, advance thermal insulation. These features offer potential for operating cost reduction.
		All meeting rooms/ training room and offices should be properly sound proved.
		Where possible and functional, dry walls should be replaced with glass walls to ensure natural light flows through the building. There should be no dark pockets in case of load shedding.
		Trunking should be catered for against the wall, for electrical requirements in the middle of an area, trunking should be in the floor. (Sunken)
Décor and design		Design should consider architectural studies of natural light usage to ensure the optimal use of natural light. The design should have a modern feel. Inspirational/motivational/teamwork pics and quotes on the walls Feature walls (wallpaper / posters / signage) Company colours should be considered.
Costs		The Tenant installation cost should be clearly stipulated in the price comparison document. The final floor plan should be approved by Interfront. The Lessor remains responsible for implementation but Interfront will carry the cost above that of the TI allowance. Cost of the proposed floor plan should be stipulated in the price comparison and can comprise of a price per m ² .
Furniture		General office furniture does not form part of the tender. The following should be catered for: - Reception desk - Build in cupboards (kitchen and other)
Breakaway spots		Break away spots throughout the building for staff to have small informal meetings.
Security		Building should allow for access control Building should be fitted with an alarm system

ANNEXURE 10 – ICT SERVER ROOM SPECIFICATIONS

This specification applies to the Interfront server room and all patch rooms.

A. SERVER ROOM

The server room shall generally house servers, storage and the necessary network electronics for establishing a local computer network. This space must meet the following requirements:

- Size of room 25m² ceiling height at least 2.3 above raised floor.
- Room should not have windows (for security, sound, and environmental management reasons).
- Room walls, ceiling, and doors should be sound isolated from other occupied areas.
- Doors should be at least 100 centimetres wide and 2 metres tall.
- Antistatic floor finishing (no wax) is recommended for raised floor tiles or sheet vinyl.
- Two-hour fire rated structure – masonry or drywall partitions.
- Two-hour fire rated door and frame.
- Raised Floor
 - The standard 600mm x 600 mm compressed wood fire rated raised floor with a secure jacking system must be installed, covering the complete floor area. The false floor should be 300mm high. (Must be designed to accommodate the weight of fully loaded server racks, as well as any lifting and transportation devices used in the movement of racks, computational equipment, and ancillary support systems.)
 -
 - The colour of the finish must be grey starlight or equivalent.
 - The false floor square or round cut-outs, where required must be installed with complete protective trim along the edges according to the layouts below.
 - Single ramp must be supplied with rib infrastructure to support minimum 500kg.
 - The slope must be between 10 and 12 degrees. The area immediately above the ramp should preferably be enhanced with additional support and not be allocated for the accommodation of any equipment.
 - Before the installation of the raised floor, the under floor surface must be prepared and sealed with Grey Epoxy paint. It must be painted up to the bottom edge of the raised floor, but not be visible from above.
 - Power under the raised floor must be installed in trunking with a power cable tray next to it as indicated below.
 - Cable Baskets under the raised floor must be 200mm for power and 300mm for Network.

A.1 COOLING AND AIR CONDITIONING

- Sufficient cooling to maintain a temperature between 16° and 22° C (61° and 72° F).
- Room cooling and humidity control should be via an independent AC system (i.e., not connected to main building system)
- Good quality racks should be used to protect equipment, maximize efficient use of space, and support the efficient distribution of chilled air.
- Under-floor air distribution system preferred; ducted systems acceptable.
 - If under floor, minimum height of 61 centimetres and the raised floor must be designed to accommodate the weight of fully loaded server racks, as well as any lifting and transportation devices used in the movement of racks, computational equipment, and ancillary support systems.

- For wall mounted A/C's, If the units do not have internal drip trays, drip trays with drainage piping as per the air-con specifications should be installed beneath the air-con units.
- Sufficient cooling redundancy should be considered and installed if possible; a backup AC unit in an N+1 design will provide the best protection against failure. All A/C's should be the same manufacturer.
- Room design should include appropriate planning for the removal of AC unit condensate (either via gravity or pump).
- The tenderer must submit a design plan showing how the size of the air-con units has been determined.
- The aircon units must be self-starting to be able to auto restart in case of power failures.
- The air-conditioner units must be remote controlled, and must have "auto-defrost" and environmental control capabilities.
- A wall mounted controller must be installed for the air conditioners in the server room.
- The condenser units must be suitable for outdoor mounting and must be hail and weatherproof. All pipe work, insulation, cabling etc. must be suitable for outdoor mounting, with adequate weatherproofing, UV protection, etc., if required.
- All electrical power for the units should be sourced from the DB in the server room. Suitably rated curve Circuit Breakers must be installed in the DB, with an isolator switch at the connection point to each condenser unit.
- All CB's, Isolators, air-con units and condenser units must be suitably labelled for service identification.
- The BTU size of the air conditioners must be calculated by the contractor/mechanical engineer
- A/C's must be connected to an alarm/alert system to inform when temp or humidity levels exceeds thresholds.

A.2 LIGHTING AND ILLUMINATION

- Proper lighting required to normally operate the servers and when service is required.
- Recommended lighting levels of 300-500 lumens/m² (lux) or 30-50 foot-candles.
- Minimum recommendation of 4 x ceiling mounted fluorescent lights, one on UPS power.
- Motion activated lighting recommended to assist in reducing the cooling requirements in the room.

A.3 ELECTRICAL SYSTEMS AND BACKUP POWER

- The room should have separate, dedicated power panels for both computer equipment and the A/C system. Mechanical and electrical systems should be designed for long term, maximum expected room utilisation (though not to exceed 300 watts per square metre).
- Electrical system should be designed to provide an isolated ground, dedicated neutral, and a grounding grid.
- All equipment and cables properly grounded, use of a grounding bar with grounding cables recommended.
- Emergency / backup power should not be tied into the building life safety system. Separate backup power must be supplied and maintained (e.g., UPS or generator).
- A dedicated electrical feed to the server room must be sourced from the main building electrical supply, building generator DB (if installed).
- An electrical distribution board must be installed in the server room and must be supplied with electrical feeds for UPS power and dedicated (clean) power.

- Electrical supply for the equipment in the server room must be sourced from the UPS section of the DB. Electrical requirements of all equipment (excluding air-conditioners).

A.4 ALARMS AND SECURITY

- Critical alarms related to the functioning of the A/C system and physical environment of the room must be mapped into the Facilities Management Energy Management System.
- Monitoring and alarm systems separate from the Facilities Management system, as needed, should be installed in order to be notified of critical environmental events in the server room.
- The room should have water sensor alarms reporting to both Facilities Management and the occupying Department.
- All entrances to the room should be properly secured, alarmed and monitored where appropriate.
- Biometric access control is recommended.
- The occupying Department must also provide monitoring and alarming separate from the Facilities Management system, as needed, in order to be notified of critical environmental events in the server room.

A.5 FIRE DETECTION AND SUPPRESSION

- An adequate Gaseous fire suppression system (a “pre-action” Very Early Smoke Detection Apparatus [VESDA] type system).
- Room should be fire rated if cabling and cooling systems are combined in the same space above the ceiling or below the floor.
- Two coats fire retardant white paint on walls.
- Fire stop covering all sleeves and conduit.
- Prominent and appropriate signage for all fire detection and suppression equipment.
- Fire alarm and smoke detectors must be installed in all rooms.
- The certification must be added to the site file at signoff and must conform to the following minimum requirements:
 - Smoke detectors installed must be of the ionisation type.
 - A fire panel must be connected to the Netbotz.
 - An external alarm must be placed outside all the rooms.
 - A notice specifying what should be done in the case of an alarm must be prominently displayed.
 - Smoke detectors positions in server room
 - At least 2 above ceiling
 - At least 2 inside the room
 - At least 2 under the raised floor
 - Two Portable 5kg CO2 Fire Extinguishers must be installed in each room, one mounted inside and one mounted outside adjacent to the door. The relevant signage must be installed.

Specifications should as a minimum be that as defined by the ISO standards even if not listed.

A.6 ENVIRONMENTAL CONSIDERATIONS

- NetBotz 455 environmental monitoring system with integrated camera must be installed in server room.
- Each installation should be tailored to the individual server room requirements, but must at least monitor the following:
 - Camera to monitor the entrance door – with motion detect

- Room Temperature at the front of the equipment racks
- General room temperature – NetBotz internal probe.
- Water sensors on the floor below air-con units, and any other equipment that may leak.
- Mains power good
- UPS Fault - “battery low” / “power good” / “bypass mode”
- In the cold air outlet path for each Aircon unit, to measure the “output air temperature”
- Where available on the AC Unit, connection must be made to fault indication
- Door open
- Fire Alarm; water sensing; fire system disabled and alarm fault

B. PATCH ROOM

A patch room is generally used to set up floor distributors for the termination of horizontal and building backbone cables, as well as for associated network electronics (edge switches). The number of such rooms is determined by the layout of the building and the maximum extent of horizontal cabling (90 m). In larger buildings one **communications room per floor is required**.

- Size of room: At least 5m².
- Install Grey antistatic floor tiles.
- Make use of plinths behind and under the cabinets to protect and hide network cables
- Place power plugs on the wall adjacent and route all the cabling leading into the cabinet in galvanized P9000 trunking.
- Trunking behind the cabinet must be robust enough to be walked and stood upon without damage.
- 2 x Fluorescent lights. Both of the lights on UPS power
- 1 X Split unit aircon must be installed in each of the patch rooms

C. DOCUMENTATION

A site file (hardcopy and softcopy) must be compiled containing documentation explaining the functioning and numbering of the detection and suppression system must be supplied with the tender submission.

The site file must also contain a copy of all the documentation explaining the functioning of the fire suppression and detection system must be commissioned and handed over to the person responsible for the server room applicable to the building after completion of installation. A full diagram of the layout of all components in the server room (excluding IT Equipment) and their interaction with one another must be supplied with sign-off.

Two copies of all relevant operating manuals and diagrams must be supplied with sign-off, one to go to IT Facilities for information and record purposes.

The site file must contain all the completed original sign off document from the server room vendor.

D. ISO CERTIFICATION

Where a full Fire Detection and Suppression System has been installed, the room integrity testing and full systems approval must be conducted by an ISO certified vendor. The vendor must supply a letter indicating that the fire system has been designed according to ISO standards. ISO certificate and test results must be supplied to indicate that room integrity is ISO certified.

ANNEXURE 11 – INFRASTRUCTURE STANDARDS FOR A PROPOSED LEASE AGREEMENT

(i) HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Requirement: The premises must be fully air-conditioned, with all maintenance, repairs, future new work and replacements the responsibility of the bidder (landlord) under the lease contract.

The bidder is to note that Interfront have higher heat loads than normal G1 type commercial office design. As such, a higher HVAC specification is required by Interfront. The ventilation of the building must therefore exceed the minimum requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and comply with Interfront specifications for HVAC systems and with mechanical engineers specifications. For the purposes of calculating heat load, Interfront staff use laptops, not PC's. Certificate may be required before lease is signed.

AS HVAC design and equipment for coastal and inland facilities differ according to their different climate conditions, the bidders' professional team and service providers to ensure that equipment offered and installed is specified for the region in which the specific facility falls. External equipment must be designed to operate down to at least -20 degrees. Full technical data must be available for scrutiny.

Flexible ducting sections shall typically not exceed 1,5m in length. All Flexible supply and return air ducting to be of insulated and attenuated type. All condensate drains lines to be blue PVC. All refrigerant piping in ceiling void to be continuously supported by means of galvanized metal trunking, galvanized metal cable tray or galvanized angle sections.

The ambient temperature required will be 23 °C (Min variance 2 °C up or down) in summer and 25 °C (Min variance 2 °C up or down) in winter. The air-conditioning system must be connected to a fully programmable HVAC BMS (Building Management System) that is integrated fully with the overall building BMS system and fire system controls. Fresh Air supply must exceed standard G1 calculations. The HVAC system must ensure that humidity levels remain in the 40 – 45% mark. Certificate may be required before lease is signed.

Provision must be made for the Air-conditioning system to be on a timer for different building zones and areas controlled via the HVAC BMS System, or occupancy sensor linked. Interfront design specifications are that all areas can be individually controlled via the BMS/BAMS system only. Controllers on the floor are to identify temperature, but not allow adjustment.

All systems are to be full in ceiling void hideaway type with flexi-pipes to diffusers/returns. No cassette type units may be deployed.

Interfront standard specification for building HVAC systems is 3-pipe VRV (VRF) heat recovery systems allowing for individual area controls and simultaneous heat/cooling and heat recovery. Variable refrigerant flow (VRF) systems are gaining in popularity and are used as an enhanced version of multi-split systems, featuring simultaneous heating and cooling as well as heat-recovery capabilities. Modern VRF systems provide some major advantages, such as zoning, individual temperature control, minimized ductwork, excluding the need for secondary fluids (chilled-water or hot-water distribution), and associated costs.

Should the building be fitted with an existing HVAC system that is equivalent in performance and management control, the bidder is to submit a detailed mechanical engineering report to Interfront proving that the system is equal or exceeding Interfront VRV/F HVAC BMS linked requirements, and that it can operate to Interfront's expectations or higher. The acceptance of the engineering report is entirely at

Interfront's discretion and rectification to meet Interfront specifications will be costed by the bidder as part of their bid submission if rejected by Interfront.

The bidder is to additionally note that Interfront IT has compulsory HVAC specifications for Server, Patch and UPS rooms. Refer to Annexure 10.

Bidders appointed HVAC installer must comply with the following:

1. Must be active member with relevant air conditioning body, for example SARACCA.
2. Safety training and accreditation on risk assessment and management as per trade.
3. Approved training on southern African qualification and certification for gas.
4. Relevant refrigeration technical qualification minimum N3.

Bidder should clearly indicate on bidding documentation if the HVAC deviate from above standards together with an explanation.

(ii) ABLUTION FACILITIES

Requirement: The bidder shall provide fully functional new or completely refurbished ablution facilities dedicated solely to the use of the Interfront. See Annexure 9 for estimated area allowances and most importantly, number of staff/facilities to be accommodated.

Fit out standards for ablutions must be adhered to in the draft fit-out layout.

Toilet facilities for people with disability (Clients and Staff) must be provided for according to National Building Regulations, SANS 10400. It must also be noted that Interfront is committed to provide dedicated amenities to all visitors to the building (public) amenities, including people with disabilities.

(iii) WATER SUPPLY

Requirement: The municipal water supply to the premises shall be metered separately.

(1) WATER SECURITY SOLUTION

Advantageous: The bidder's professional team to design and implement a permanent water security solution for the proposed premises – if the building does not already have such a solution. This will be designed, costed, installed, commissioned and maintained by the bidder at the bidders cost, recuperated via the proposed TI costs and rental costs.

The water security solution system will allow for up to 30 000 litres of water per day for a 3 day period – capped at 90 000 litres from point of water supply to building failing per incident - with all relevant pumping, electrical and piping systems designed by the landlord's professional team and all water security system performance warranties upheld by the landlord and their professional team. The bidder will ensure the fitment of professional filtration and Ultra violet (UV) light systems to ensure water is kept clean and healthy at all times. Interfront requires a consistent water pressure of 4 Bar for normal water reticulation, with systems supplying higher bar options for rational fire compliance where required.

Over and above, a building water filtration system will be required for each floor to be leased. Maintenance of the will be at Interfront's cost.

(2) RAIN WATER HARVESTING SOLUTIONS – POTABLE.

Advantageous: Interfront will require the bidder’s professional team to maximise every potential on site and via building/roof design to ensure as much rain water as possible can be harvested, recuperated via the proposed rental costs. Such harvesting must compliment the water security solution; and as such requires filtration systems. Water harvested must be deemed fully potable for human consumption.

(3) GREY WATER HARVESTING SOLUTIONS – NON POTABLE.

Advantageous: Interfront will require the bidder’s professional team to maximise every potential on site to capture suitable “grey water” with relevant filtration systems for use for irrigation and toilet water supply, recuperated via the proposed rental costs.

(iv) ELECTRICAL SUPPLY, UPS and GENERATOR REQUIREMENTS

(1) General

Requirement: The power supply shall be metered separately and power factor correction equipment shall be installed dedicated to the Interfront space. The relevant local municipal authority shall also confirm in writing the power supply stability. The installation shall comply with all relevant regulations and by-laws.

The total power supply should have a spare capacity of up to 20%. It must be taken into account that all operational staff as per the Interfront accommodation norms will be equipped with a computer with up to two led monitors. All main electrical supply shall be governed with class one and/or class two lightning surge protectors depending on the lightning protection system class.

Note: Interfront will not contribute to any upgrading / provisioning of additional power supply to the property / building / premises. This must be recovered by the landlord via his rental offer.

(2) Prime Generator

Requirement: Sufficient space should be available for the Interfront generator and UPS, if not provided by the Landlord.

Advantageous: Prime Generator: The landlord’s electrical engineer shall - after engagement with the Interfront design teams – specify, supply, install and commission a suitable Primary type Generator (Continuous emergency power supply). Aspects of the building that must be accommodated on the generator supply will be confirmed during the post award stages to the successful bidder.

The Prime Generator specified is to allow for communication protocols suitable for BMS/BAS system management and alerts and monitoring via Interfront’s technical team.

The generator will be tested monthly by the landlord’s maintenance teams. Interfront will pay for diesel fuel costs only.

(3) End-User Electrical Layouts

Requirement: Should the building be deemed suitable for Interfront’s requirements, it is the responsibility of the bidder’s professional team to assess the staffing information provided in Annexure 9 and to cost the supporting building electrical infrastructure (electrical engineering design) for the proposed tenant fit-out loads up to and including wall plugs or power skirting plugs and in-ceiling snap fit plug points for furniture power supply.

Interfront will directly do the tenant installation electrical work for work station power reticulation (under furniture and into furniture power panel plug) as part of a separate furniture tender process. The landlord will wire the power panel.

(4) UPS requirements

Building UPS

Requirement: Interfront requires that all ICT loads (i.e. computer workstation socket outlets, data network, telephone network, etc.) be on UPS power to ensure that there is no down time on these loads during power outages. Interfront will confirm the detail of what must be catered for during the post award stage to the successful bidder.

The landlord's electrical engineer is to propose and design the size of the building UPS.

The landlord's engineer is responsible for specifying and costing the supply cable sizes and reticulation services to and from all building UPS's including the server room UPS. The landlord is responsible for the connections to the main building distribution boards, sub distribution boards and UPS boards.

In addition, it will also be expected from the landlord's engineer to plan for and anticipate the building's load (all services and infrastructure without exception) that will be placed on the building UPS. Current stats may be requested from Interfront during the briefing session.

Server Room (ICT) UPS

Requirement: Interfront specifications for the server room UPS is in Annexure 10. Bidder's electrical engineer need to base the costing estimates on specifications in this document for the design and costing of all supporting electrical reticulation to the Server Room UPS.

(5) Lightning Protection

Requirement: The building shall have sufficient lightning protection installed to conform to the latest edition of SANS 62305 - All Parts.

(6) Lighting

Requirement: All interior lighting shall be designed and installed to conform to and exceed the latest edition of SABS 10114-1 to Interfront specific requirements. Landlord is to supply a TI sum for fitment of new lights and ceilings as per square-meter rates based on the AECOM book for building costs focussing on low glare options. This will be a set TI contribution based on the proposed GLA lease size. **Use should be made of as much natural lighting as possible.**

(7) Ceiling Heights

Requirement: The bidder must provide Interfront with measured ceiling heights of the proposed premise due to Interfront infrastructure requirements. The mandatory minimum suspended ceiling grid heights should be at 2700mm AFFL with a preferred ceiling void of 650mm or more from ceiling up to the underside of concrete slab. If ceiling void is less than 650mm clear, the bidder's professional team is to give written confirmation that the planned service layers can easily fit within the available space. This shall be supplied as a printed Returnable document in the initial tender bid response.

(v) FIRE PROTECTION & RISK MANAGEMENT

Requirement: Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400, as amended. It will be required that a complete ASIB report (if sprinklers are fitted) be submitted, along with all other information regarding Rational Fire Engineering and all Fire by-law Compliance. Provisioning, certification, continuous maintenance of the installations and equipment will be the responsibility of the landlord for the duration of the lease period.

All fire services shall communicate with the BMS/BAS system and HVAC system.

NOTE: Interfront will provide detailed minimum specifications for the fitment of all fire systems to the Interfront Server rooms, Security Rooms, Patch rooms and UPS rooms. A certificate from the Fire department will be required during the post award stage from the successful bidder to ensure fire safety compliance.

(vi) BUILDING BMS / BAS SYSTEM

Advantageous: The bidder's professional team is to cost for design and installation of a new BMS / BAS, (or upgrading of an existing BMS / BAS) to meet the following requirements:

(1) KEY INTEGRATION POINTS:

- HVAC – occupancy/failures/etc.
- Electrical – occupancy/lighting/generator/PV plant/UPS/failures/etc.
- Fire – panels/pumps/alarms/door releases/HVAC termination/etc.
- Water – grey water plant/pumps
- Remote communication for remote management.

(2) BUSINESS OBJECTIVES:

Building Occupants

- Good control of internal comfort conditions.
- Individual room / zone control.
- Increased staff productivity.
- Effective response to HVAC-related complaints.

Real Estate Management

- Flexibility on change of building use.
- Remote Monitoring
- Effective monitoring and targeting of energy consumption.

Real Estate Operations

- Ease of information availability.
- Computerized maintenance scheduling.
- Early detection of problems (Pro-active, not re-active). Improved plant reliability and life.

(vii) VERTICAL MOVEMENTS - Requirement

(1) Stairs

All stairs must allow free and easy flow of people.

(2) Lifts, hoists & escalators

Taking into account rules 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 SABS, it is required that the premise offered, if consisting of more than four storeys above or below the level of the escape doors shall have at least 1 lift, accessible from all the floors. In a building of more than 10 m in height, where a lift or bank of lifts is not provided with a lobby (see 4.44.4), the lift doors shall be fire rated with a stability and integrity rating of not less than 120 min and shall be sealed against the ingress of smoke for a minimum of 30 min.

Recommended: All passenger lifts shall be equipped with Voice Sensitizers and Braille buttons. Required: In addition the lifts shall be connected to the control room of the lift service provider, for purposes of continuous communication in the event of lift stoppages.

Lift / Escalator Maintenance – if applicable

All Maintenance costs will be for the landlord - recuperated via the lease.

(viii) CARRYING CAPACITY OF FLOORS

Requirement: The floors should allow a carrying capacity of at least 270kg/m² in normal office areas. The bidder shall issue a certificate, signed by an independent professional structural engineer (registered with ECSA) confirming the carrying capacity of such areas. The certificate will only be required once a bid is elected to be approved or as additional information upon request from Interfront, during the evaluation of the bids received.

(ix) ACOUSTIC AND NOISE

Requirement: All outside noises shall be reduced to an agreed acceptable level (between 40 and 50 Decibels) that allows people to perform their functions. DPW specifications: 45dB within a range of 100 to 1,000 hertz (Hz)

(x) SECURITY REQUIREMENTS FOR LANDLORD'S COSTING

General Building:

Requirement: The offer shall include the bidder's plan for the provision of security to the premises (not the Tenant Fit out area). The supply of specialist security installations and equipment for the leased areas will be the sole responsibility of the bidder.

Bidder's professional team is to take note of Interfront's technical specification (see Annexure 2B and Annexure 9) before submitting a priced tender response.

In general, the landlord is responsible for design, supply and fitment of all cable trays, PVC drops in dry walling / brick walling and any necessary horizontal and vertical coring. The landlord is also responsible for supplying and installing all sleeve and reticulation routes to external parts of the building such as guard houses, gates, access booms and remote cameras.

A guard house is required by SARS for physical access control to the premises and housing of security staff after hours outside the building. The guard house must have toilet facilities, electrical facilities, suitable HVAC and service sleeves to guard house from building and to areas requiring control for phone lines, control system lines to boom gates, etc.

A boundary wall and access sliding gate with a minimum height of 2.1 meters is required around the property. If no boundary wall exists, Interfront's preference in coastal areas is suitable ClearVu fencing. The landlord is to allow for such costs as part of their tendered bid price, or submit an alternative walling and gate system option if the landlord feels this is more in line with aesthetical and architectural integration considerations.

(xi) ACCESSIBILITY TO THE BUILDING

Requirement: The building shall accommodate disabled people and comply with the relevant Acts, Regulations and municipal by-laws. Disabled parking bays will be a minimum of 3.5 meters wide.

(xii) MAINTENANCE

Requirement: The successful bidder shall be responsible for the maintenance of the exterior of the building/premises and various portions of the interior of the building. This shall include at least but not be limited to the following:

- Building Shell;
- Windows;
- Roofs;
- All aspects of the BMS/BAS system if applicable;
- Full HVAC system including future new work, excluding server/patch/security and UPS room A/C;
- Lightning protection;
- Electrical supply: Up to and including wall/power-skirting plugs;
- Generator Testing and Maintenance; excluding replenishment of fuel. *If tender awarded with generator option.*
- Fire Protection and Detection; excluding server/patch/security and UPS rooms;
- Plumbing;
- Common area: Maintaining and up-keep, electrical reticulation;
- Grounds and gardens;
- Water features and Storm water;
- Water Security System,
- Harvesting System and Grey Water System including filtration system maintenance and upkeep – if provided;
- Parking;
- Washing the external windows & facades; and
- Lifts and escalators – if applicable.

Interfront will be responsible for, subject to the above listed items, the cleaning of the interior of the GLA premises, the security for the internal tenant areas, and for Interfront assets.

GLOSSARY

GLA	<p>Gross leasable area means the area of a building designed for, or capable of, occupancy and /or controlled by tenants, measured from the centre line of joint partitions to the inside finished surface of the outside walls and shall include:</p> <p>Common areas for exclusive use by Interfront. The following shall be excluded:</p> <ul style="list-style-type: none"> a) All exclusions from the definition of floor space; b) Area's not covered with a roof like balconies; c) Lift shafts, service ducts, vertical penetrations of floors; d) Lift motor rooms and rooms for other mechanical equipment required for the proper function of the building; e) Areas reasonably used in connection with cleaning, maintenance and care of the building, excluding dwelling units for caretakers, supervisors, cleaners or maintenance staff and f) Interior parking and loading bays.
A-grade	<p>A-grade: These buildings are not older than 15 years and these buildings have had major renovations. They feature high quality modern finishes, air conditioning, adequate on-site parking, with market rentals near the top of the range in the metropolitan areas where they are located. (The following should also be taken into account in determining whether the building is A-grade or not: consider whether the building has a good quality lobby finish, quality access to/from an attractive street environment and other similar factors, such as safety and security).</p>
B-grade	<p>B-grade: Generally older buildings, but accommodation and finishes are close to modern standards as a result of refurbishments and renovation from time to time, air conditioned, on-site parking, unless special circumstances pertain.</p>
TCO	Total cost of Offer
CIBD	Construction Industry Development Board
TBDBB	To be determined by bidder
CSD	National Treasury's Central supplier Database