**REQUEST FOR PROPOSALS**

**FOR**

**Leasing of a Technology Innovation Agency (TIA)**

**Regional Office in Durban**

**RFP NUMBER: BD- 02/KZN**



**Issue Date: 10th March 2013**

**Briefing Session: 19th March 2013**

**Response Deadline: 2nd April 2013**

1. **Introduction and Background**

The Technology Innovation Agency (TIA) is a schedule 3A public entity of the Department of Science and Technology, in terms of the Public Finance Management Act, 1999 and established in terms of the Technology Innovation Agency Act, 2008. The Agency aims to enhance the country’s capacity to translate a greater proportion of local research and development into commercial technology products and services. The ultimate goal of TIA is to use South Africa’s science and technology base to develop new industries, create sustainable jobs and help diversify the economy away from commodity exports towards knowledge based industries equipped to address modern global challenges.

In order for TIA to expand its footprint and impact the entire country through fulfilling its mandate, TIA embarked on establishing Regional Offices as part of its strategy. This is aimed at positioning Regional Offices to deliver key products and services and increase accessibility and outreach of TIA in all provinces of South Africa. Regional Offices offer support to existing and new projects, technology platforms and technology stations. As TIA establishes these Regional Offices, it is envisaged that they mirror the Head Office and adopt a standardized look, feel and even operations.

1. **Services Required**

TIA requires office space to house the KwaZulu-Natal Regional Office to adequately support all of its activities and operations in this province. It is a requirement that the office be located in and around the city of Durban to be able to cater for key clients including higher education institutions, investors, fledgling entrepreneurs and targeted industry as a whole. The location should offer a key strategic advantage in terms of accessibility (public transport availability) and vicinity, to potential strategic partners dealing with referrals and co-funding opportunities.

**The Ideal KwaZulu-Natal Regional Office for TIA**

Based on TIA’s requirements, the ideal Regional Office will have the following specifications

|  |  |
| --- | --- |
| Location | * In and around the CBD area, in a safe vicinity. TIA would occupy a whole floor with branding rights and opportunity for a strong TIA identity * Close to the academic precinct of Durban and government departments, agencies and funders. * Opportunity to network more closely with industry and stakeholders. * Located off major through roads and within 30 km from King Shaka International Airport * Close to major transport arterials and a Metro bus route. * High visibility from street and sidewalks. * Ample & secure parking space. |
| Size | * 800-850 sqm |
| Corporate Branding | * Both exterior and interior * Reception area |
| Organizational Structure (Currently with staff complement of 28) | * Regional Business Development team (Regional BD Manager, BDO, Regional Admin) * Facilities Management team (Facilities Manager and team) * Sector personnel at Regional Office * ISM personnel * ISD, HR and KM personnel including IT * Finance Manager, Risk & Audit, Bookkeeper and Administrator |
| Layout of Office | * Reception (with client waiting facilities) * 2 Boardrooms & 2 meeting rooms (1x big boardroom that can accommodate about 20 people; 1x 10 seater boardroom and 2x meeting rooms that accommodate up to six people) * 3-4 x Storage rooms (Marketing, facilities, IT\equipment and possibly even a utility room for clean equipment and chemical storage) * IT room for server * Kitchen facilities * Canteen if possible / eating area for + 25 people * Knowledge centre or library with DSTV point * 2-3 Photocopying/printing areas * Fire proof document storage room * Gym facility (including shower facility) * Ablution facilities |
| Security | * Security system and armed response * Guards if needed |
| Cleaning | * In-house or outsourced cleaning service * Pest control and deep cleaning services dependant on lease\complex arrangements |
| Office Plant Rental | * Service provider * Garden services (maybe necessary) |

1. **Request for Bidders**

Bidders who meet the above specifications are advised to submit their bids indicating monthly rental rates and tenant obligations.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Minimum TIA requirement | Bidder response |
|  | Location of office | In and around Durban CBD and within 50 km from airport |  |
|  | Branding rights available | Yes |  |
|  | Floor available | Ground |  |
|  | Floor area available | 800-850 m2 |  |
|  | Number closed parking bays |  |  |
|  | Number of open parking bays |  |  |
|  | Condition of building | Ready for occupation |  |
|  | Valid occupation certificate available | Yes |  |
|  | Dedicated ablution facilities available | Yes |  |
|  | Security provided? |  |  |
|  | Cleaning Services provided? |  |  |
|  | Installation allowance availed | Negotiable |  |
|  |  |  |  |
|  |  |  |  |

1. **Proprietary Information**

TIA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to TIA. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

1. **Enquiries & Responses**

All communication and attempts to solicit information of any kind relative to this RFP should be channelled to the Contact Person named in the RFP.

All enquiries regarding this proposal shall be submitted in writing to [mandisa.pitso@tia.org.za](mailto:Sipho.hlalethwa@tia.org.za) with **“RFP NUMBER: BD- 02/KZN”** as the subject.

1. **Proposal Submission**

The bidder shall submit a cover letter addressing the proposal package to Technology Innovation Agency with

1. **A valid tax clearance certificate.**
2. **A valid BEE scorecard**
3. **Completed SBD 4, SBD 9 and SBD 8 forms as attached**
4. **Pricing schedule as attached**
5. **Registration on the TIA Supplier database if not already registered. Registration forms can be downloaded from** [**www.tia.org.za**](http://www.tia.org.za) **under “Supplier registration**
6. **Medium of Communication**

All documentation submitted in response to this RFP must be in English.

1. **Verification of Documents**

Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by TIA in regard to anything arising from the fact that pages are missing or duplicated.

1. **Submission of RFPs**

The proposal should be submitted at: **83 Lois Avenue**

**Cnr Lois Avenue and Atterbury Road**

**Menlyn, Pretoria**

**Tel: (012) 472 2700**

It is the responsibility of the prospective bidder to ensure that the proposal is deposited at the above address before 2nd April 2013.

Four copies of each proposal must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence. Telegraphic, telefax and e-mail proposals will not be accepted.

If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the correct recipient, as mentioned above.

1. **Pricing Schedule**

Name of Bidder: ………………………………………………………………………………………………..

Offer to be valid for 120 days from closing date of bid.

**Please note the following:**

Monthly fee per square meter should be all inclusive

Prices should be Vat inclusive.

|  |  |  |
| --- | --- | --- |
| 10.1 | Rental | |
| 10.1.1 | Indicate net rental per m² (Vat inclusive) for office accommodation |  |
| 10.1.2 | Indicate operating cost per m² (Vat inclusive) for office accommodation |  |
| 10.1.3 | List operational cost components for which TIA will be responsible (i.e. electricity, sewage, water, refuse removal etc.) | |
|  | |
|  | |
| 10.1.4 | Indicate cost per closed parking bay (Vat inclusive) |  |
| 10.1.5 | Indicate cost per open parking bay (Vat inclusive) |  |
| 10.1.6 | Indicate Tenant Installation allowance per m² |  |
| 10.1.7 | Indicate breakdown and information on deposit required |  |
| 10.1.8 | Indicate items that will be affected by escalation | |
|  | |
|  | |
| 10.1.9 | Indicate escalation % per annum. |  |
| 10.1.10 | Provide information on any other excluded cost | |
|  |  | |
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1. **General Terms and Conditions**

The Respondent is responsible for all costs incurred in the preparation and submission of the proposal. A copy/ies of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

Kindly note that TIA is entitled to:

1. Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
2. Verify any information contained in a proposal;
3. Not to appoint any bidder;
4. Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
5. An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
6. TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
7. TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
8. The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
9. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
10. **Evaluation Criteria**

Proposals will be evaluated on the 90/10 preference points system.

* 1. **First Stage evaluation criteria**

Table 12.1

|  |  |  |
| --- | --- | --- |
| **Adjudication categories and criteria** | **Weight** | **Score** |
| 1. Building has at least one floor to accommodate all TIA staff   ***5 = Whole floor available for occupation, 1 = Part of floor available*** | ***0.3*** | ***5*** |
| 1. Building is ready for occupation.   ***5 = Ready for occupation, 1 = Requires preparation*** | ***0.2*** | ***5*** |
| 1. Building is in the proximity of targeted stakeholders.   ***5 = 3km, 3 = 5km but less than 7 km , 1 = 7km or more*** | ***0.2*** | ***5*** |
| 1. Ground floor available for TIA / lift available for other floors   ***5 = Ground floor available; 4 = Lift available for other floors;***  ***3 = Lift to be constructed;1= Stairs*** | ***0.3*** | ***5*** |
| **Total weighted score/Maximum possible score** | ***1.0*** | ***5*** |
| **Minimum qualifying score (expressed as percentage)** |  | ***80%*** |

* 1. **Second stage evaluation in terms of 90/10**

Table 12.2

|  |  |
| --- | --- |
| **Adjudication categories** | **Points** |
| 1. **Bid Price** | ***90*** |
| 1. **Points awarded for B-BBEE Status Level** | ***10*** |
| **Total points** | **100** |

**f floor available leoximity of academic institutions**

**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 positionin 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: ………………………………………………………….

* 1. Identity Number : ………………………………………………………………………………
  2. Position occupied in the Company (director, trustee, shareholder²): ……………………………………..
  3. Company Registration Number : …………………………………………………..…….
  4. Tax Reference Number : ………………………………………………………….………
  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?

* + 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:

………………………………………………………………

………………………………………………………………

………………………………………………………………

* + 1. If you are presently employed by the state, did you obtain **YES / NO**

the appropriate authority to undertake remunerative

work outside employment in the public sector?

* + - 1. If yes, did you attached proof of such authority to the bid **YES / NO**

document?

(Note: Failure to submit proof of such authority, where

applicable, may result in the disqualification of the bid.

* + - 1. If no, furnish reasons for non-submission of such proof:

…………………………………………………………………….

…………………………………………………………………….

…………………………………………………………………….

* 1. Did you or your spouse, or any of the company’s directors / **YES / NO**

trustees / shareholders / members or their spouses conduct

business with the state in the previous twelve months?

* + 1. If so, furnish particulars:

…………………………………………………………………..

…………………………………………………………………..

…………………………………………………………………...

* 1. Do you, or any person connected with the bidder, have **YES / NO**

any relationship (family, friend, other) with a person

employed by thestate and who may be involved with

the evaluation and or adjudication of this bid?

2.9.1If 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:

…………………………………………………………………………….

…………………………………………………………………………….

…………………………………………………………………………….

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Identity Number** | **Personal Tax Reference Number** | **State Employee Number / Persal Number** |
|  |  |  |  |
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# 4 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

**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.

1. 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.
2. 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.**

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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

**SBD 9**

1. 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.
2. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
3. prices;
4. 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.

1. 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.
2. 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.**

**SBD 9**

1. 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

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

* 1. abused the institution’s supply chain management system;
  2. committed fraud or any other improper conduct in relation to such system; or
  3. failed to perform on any previous contract.

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

4.1 Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector? Item Question **Yes** / **No**

(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied). Item Question **Yes** / **No**

4.1.1 If so, furnish particulars:

4.2 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)? Yes / No

4.2.1 If so, 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 / No

4.3.1 If so, 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? Item Question **Yes** / **No**

4.4.1 If so, furnish particulars:

SBD 8

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