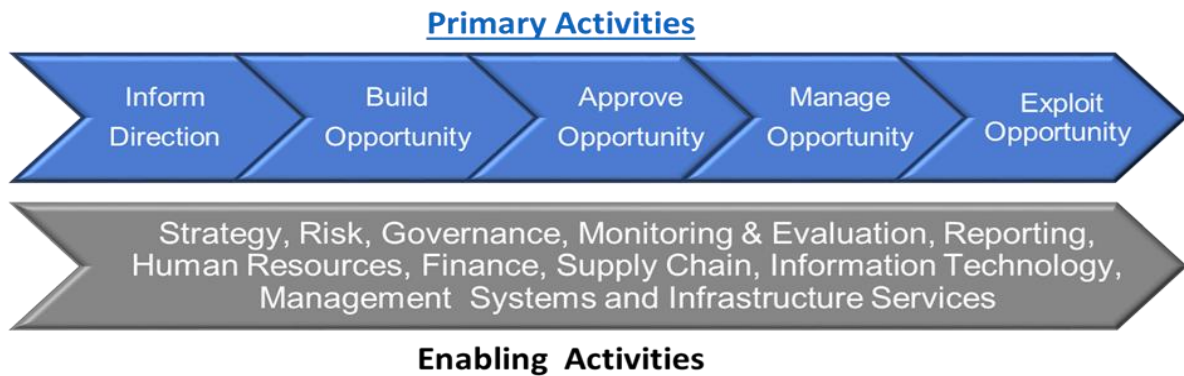


TENDER NO.:	TIA003/2026
DESCRIPTION:	LEASING OFFICE IN DURBAN FOR THE TECHNOLOGY INNOVATION AGENCY (TIA)
ADVERT DATE:	26 June 2026
BRIEFING SESSION DATE AND LINK:	3 July 2025 at 11:00 https://teams.microsoft.com/meet/315700088764674?p=dabqW6Qb6Cl1LtkOag
METHOD OF SUBMISSION:	Electronic submissions: Tenders@tia.org.za <i>Please note that our servers will block any file greater than 200MB. If your file is greater than 200MB, please divide your submission into parts that are equal or less than 200MB and state on the subject 'Part 1, Part2 or Part 3'.</i> <u>E.G. TIA003/2026 – PART 1 (on the subject line)</u>
TENDER CLOSING TIME AND DATE:	20 July 2026 at 11:00
CONTACT PERSON:	bongani.mtshali@tia.org.za (this is not for tender submissions). Please include: TIA003/2026 on the subject line.
PERIOD	Three (3) years with an option to extend for further two years.
REQUIRED TENDER VALIDITY :	120 days

1. INTRODUCTION

- 2.1. The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development, especially about technology innovation.
- 2.2. Technology Innovation Agency (TIA, organisation) an entity of the Department of Science, Technology and Innovation (DSTI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



2. SERVICES REQUIRED

- 2.1. The Technology Innovation Agency (TIA) invites suitably qualified and experienced service providers or landlords to submit proposals for office accommodation for its KwaZulu-Natal Regional Office.
- 2.2. The successful bidder must provide office accommodation that complies with the specifications in Section 3 below for an initial three-year lease period, with an option to extend for a further two years.

2.3. The office must be located within a 10 km radius of Musgrave Centre to ensure convenient access for key clients, including higher education institutions, investors, emerging entrepreneurs, and the broader targeted industry.

2.4. The location should provide a strategic advantage through good accessibility, including public transport availability, and proximity to potential partners that support referrals and co-funding opportunities, such as universities and development finance institutions, including the KZN Growth Fund, IDC, and the National Empowerment Fund Trade (NEF) and etc.

2.5. The following locations or areas will be ideal for the Technology Innovation Agency offices:

Potential location or area	
Berea	Sherwood
Morningside	Essenwood
Greyville	Westville Westway Office park

2.6. The following locations or areas will not be ideal and should not be included proposals for the Technology Innovation Agency offices:

Location or area to be excluded	
Durban Central Business District (CBD)	North Beach
Overport	Stamford Hill Durban

3. The Ideal Building for TIA KwaZulu-Natal Regional Office

3.1. Based on TIA's requirements, the ideal Regional Office should have the following specifications:

3.1.1. Location:

3.1.1.1. Building should be located within the 10 km radius of the Musgrave Centre, in safe vicinity.

3.1.1.2. If the proposed building is located within a multi-storey or high-rise building, the office space allocated to the



Technology Innovation Agency (TIA) must be situated on any floor above the ground floor.

- 3.1.1.3. If the proposed accommodation is located within an office park and building floors is in a high-rise building, the office space allocated to the TIA must be on any floor above the ground floor and provided that the premises comply with all accessibility, security, operational, and accommodation requirements stipulated on this document.
- 3.1.1.4. Where the proposed accommodation is located within an office park and building is a stand-alone and not a high-rise building or storey building, the office space allocated to the Technology Innovation Agency (TIA) may be located within any office block, or office unit, provided that the office space is dedicated to TIA staff only and office comply with all accessibility, security, operational, and accommodation requirements stipulated on this document.
- 3.1.1.5. If the building has multiple tenants and tenants sharing a floor with multiple corridors, office location for TIA must have its own corridor with its own security access point, ablution blocks.
- 3.1.1.6. If the building has multiple floors that TIA can solely occupy as tenants sharing a floor with multiple corridors, office location for TIA must be on any floor above the ground and floor must have its own corridor with own security access control, ablution blocks.

3.1.1.7. The required space by TIA should be between 500-600 square metres (m²) of the floor.

3.1.1.8. The building should be ready and available for the tenant to move in immediately after the contract is signed by Landlord and TIA.

3.1.1.9. Close to major public transport.

3.1.1.10. Building must have a backup generator or solar system for power outages.

3.1.1.11. On-site canteen if possible / eating area / Tuckshop facilities

3.1.2. Information Technology (IT) infrastructure

3.1.2.1. Fibre connectivity.

3.1.3. Corporate Branding

3.1.3.1. Branding rights TIA identity with exterior and interior visibility.

3.1.4. Office Floor Structure and layout (Currently TIA Durban Regional Office staff complement is less than 20):

3.1.4.1. Building must have separate or dedicated ablution facilities for males and females including facilities for the paraplegics for TIA Staff.

3.1.4.2. Building must have adequate opening windows.

3.1.4.3. 3 x 6-seater meeting rooms.

3.1.4.4. 1 x boardroom that can accommodate a maximum of 20 people.

3.1.4.5. 20 x Open plan (200-250 m²) excluding passages or 4 x 30 m² offices that can accommodate double sided working stations.

3.1.4.6. Building Main entrance and parking entrance.

3.1.5. Main entrance of the building must have security at the main entrance and parking entrance during operation.

3.1.6. Building reception service

3.1.7. The building should have office support shared or communal resources such as reception area at the ground floor main entrance.

3.1.8. **Parking space required for TIA:**

3.1.8.1. 20 x Parking bays (Safe and secure covered/under cover parking space/bay must be available to allocate to TIA staff).

3.1.8.2. Easily accessible safe and secure communal visitor parking bays must be available to TIA visitors/ clients.

3.1.8.3. Parking access must be available 24 hours, 7 days a week.

3.1.9. **Standard building requirements to accommodate persons with disabilities:**

3.1.9.1. Access & Entrances must exist from the parking/street to the building entrance, with at least one entrance accessible.

3.1.9.2. Ramps must have a slope and be fitted with handrails.

3.1.9.3. Doors must have a clear opening width of at least 750mm, with door handles, locks, and signage designed for ease of use.

3.1.9.4. Passages and corridors must be at least 900mm wide (ideally 1100mm).

3.1.9.5. Turning Spaces must be designed with 1500mm or T- shaped, turning areas to allow wheelchair users to turn.

3.1.9.6. Lifts must be accessible and large enough for wheelchairs.

3.1.9.7. At least one toilet in the TIA office floor or space must be designed for wheelchair accessibility, measuring a minimum of 1.7m x 1,8m with appropriate grab rails and door mechanisms.

3.1.9.8. Building must have designated parking spaces for people with disabilities and signage should be clear and accessible to the visually impaired, while floor surfaces must be stable, firm, and slip resistant.

3.1.10. **Landlord must include building service and maintenance in their proposal:**

3.1.10.1. Electrical repairs and fittings

3.1.10.2. Plumbing

3.1.10.3. Air-conditioning service and maintenance

3.1.10.4. Refuse / waste removal

3.1.11. Draft Office Floor Plan



3.1.12. Office Floor Plan – Layout Summary

No	Space	QTY	Capacity
1.	Reception and Visitors Waiting	1	Waiting area
2.	Small Meeting rooms (6-Seater)	3	6-seater each meeting room
3.	Boardroom (20-Seater)	1	1 Boardroom 20-seater
4.	Shared Office	4	3 working station each office
5.	Individual Office	6	1 Desk per office
6.	Male toilet Cubicles	3	Male toilet with 3 cubicles or more
7.	Female toilet Cubicles	3	Female toilet with 3 cubicles or more
8.	Paraplegic/Disable toilet	1	1 Disable toilet or more
9.	Kitchen	1	1 Kitchen
10.	Eating/Pause area (20 seats)	1	20 seats

4. CONDITIONS UNDER WHICH SERVICES SHALL BE RENDERED AFTER AWARD OF THE TENDER

4.1. The successful landlord shall be required to provide and undertake the following services and obligations after the award of the tender:

4.1.1. Tenant Installation Allowance

The landlord shall provide a tenant installation allowance to cover the fit-out and customization of the leased office space in accordance with the approved office requirements.

4.1.2. Architectural Services

The landlord shall appoint and provide a qualified architect to assist with the design and development of the office floor plan and layout, ensuring that it meets the tenant's operational requirements and applicable building regulations.

4.1.3. Office Fit Out and Partitioning

The landlord shall appoint and manage suitably qualified contractors to undertake the construction, fit-out, and partitioning of the office space in accordance with the approved office layout and specifications.

4.1.4. Completion of Fit-Out Works

All fit-out, installation, and modification works shall be completed within agreed project timelines and prior to the commencement of the lease period or occupation date, unless otherwise agreed in writing by both parties.

4.1.5. Electrical Installations

- The landlord shall appoint and provide qualified electricians to undertake all required electrical installations and modifications.
- Upon completion of the electrical works, the landlord shall provide a valid Certificate of Compliance (CoC) issued by an accredited professional.

4.1.6. Plumbing Installations



The landlord shall appoint and provide qualified plumbers to undertake any plumbing installations, alterations, or modifications required for the office space.

4.1.7. Access Control and Surveillance Systems

The landlord shall appoint and provide qualified installers to undertake the installation of access control systems and surveillance (CCTV) infrastructure in accordance with the tenant's security requirements.

4.1.8. Compliance and Quality Assurance

- All works performed by the landlord and its appointed contractors shall comply with applicable legislation, building regulations, occupational health and safety requirements, and relevant industry standards.
- The landlord shall be responsible for ensuring that all installations are completed to an acceptable standard and are fully operational prior to occupation of the premises by the tenant.

5. REQUEST FOR BIDDERS

Bidders who meet the above specifications are requested to complete the table below to indicate if their building meets the requirements (Functionality). Landlord with multiple should provide the same template with their respective building and locations.

No	Requirement	Building Specification for TIA office accommodation	Remarks:
5.1.	Location of office	Located within 10 km of the Musgrave Centre <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	Address:
		If the building is high rise building must have working lifts. <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	Total number of floors = Working lifts <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>
		The required space by TIA should between 500-600 square metres (m2) of the floor.	Total number of square metres = square metre available: <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>

No	Requirement	Building Specification for TIA office accommodation	Remarks:
		The building should be available for the tenant to move in after the contract is signed by Landlord and TIA.	Confirm if the building will be ready for occupation <input type="checkbox"/> Yes <input type="checkbox"/> No
		Close to major public transport. <input type="checkbox"/> Yes <input type="checkbox"/> No	Close to major public transport <input type="checkbox"/> Yes <input type="checkbox"/> No
		The building has backup generator or solar system for power outages	Confirm if building has backup generator <input type="checkbox"/> Yes <input type="checkbox"/> No solar system <input type="checkbox"/> Yes <input type="checkbox"/> No Specify which or both
5.2.	Information technology (IT) infrastructure	Fibre connectivity available at the address of the premises	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3.	Corporate Branding rights available	Branding rights for TIA identity with high exterior and interior visibility.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.4.		Building must have separate or dedicated ablution facilities for males and females including facilities for the people with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No

No	Requirement	Building Specification for TIA office accommodation	Remarks:		
	Office Floor Structure and layout (Currently with staff complement of less than 20	for TIA Staff.			
		Building must have adequate opening widows	Yes	No	
		3 x 6-seater meeting rooms and	Yes	No	
		1 x boardroom that can accommodate a maximum of 20 people.	Yes	No	
		20 Open plan (200-250 m ²) excluding passages OR 4 x 30 m ² offices that can accommodate double sided working station.	Yes	No	
5.5.	Building Main entrance and parking entrance	The building should have office support shared or communal resources such as reception area on the ground floor main entrance 24/7	Yes	No	
No	Requirement	Building Specification for TIA office accommodation			
5.6.	Parking space required for TIA	20 x Parking bays (Safe and secure covered/under cover parking space/ bay must be available to allocate to TIA staff). Parking must be secured and accessible 24 hours, 7 days a week.	Yes	No	
		Easily accessible safe and secure communal visitor parking bays must be available to TIA visitors/ clients.	Yes	No	
5.7.	Standard building requirements to accommodate persons with disabilities	Access & Entrances must exist from the parking/street to the building entrance, with at least one or more entrance accessible.	Yes	No	
		Ramps must have a slope and be fitted with handrails.	Yes	No	

No	Requirement	Building Specification for TIA office accommodation	Remarks:
		Doors must have a clear opening range to accommodate people with disabilities width of at least 750mm, with door handles, locks, and signage designed for ease of use.	Yes No
		Passages and corridors must be at least 900mm wide (ideally 1100mm).	Yes No
		Turning Spaces must be designed with 1500mm or T-shaped, turning areas to allow wheelchair users to turn.	Yes No
		Lifts must be accessible and large enough to accommodate wheelchairs.	Yes No
		At least one toilet must be designed for wheelchair accessibility, measuring a minimum of 1.7m x 1,8m with appropriate grab rails and door mechanisms.	Yes No
		Building must have designated parking spaces for disabled individuals and signage should be clear and accessible to the visually impaired, while floor surfaces must be stable, firm, and slip resistant.	Yes No
No	Requirement	Building Specification for TIA office accommodation	
5.8.		Plumbing service available	Yes No
		Electrical repairs and fittings available	Yes No

No	Requirement	Building Specification for TIA office accommodation	Remarks:	
	Landlord must include building service and maintenance in their proposal.	Working air-conditioning system and maintenance available	Yes	No
		Refuse/ waste removal	Yes	No
5.9.	Condition of building	Ready for TIA to implement the desired layout	Yes	No
5.10.	Valid occupation certificate available and Compliance (National Building Regulation and Building Standards Act no 103 of 1997)	Valid occupation certificate available and Compliance	Yes	No

6. PRICING SCHEDULE (Period of three (3) years)

Item No.	Description	Specification	Monthly Cost including VAT	Year one (1) Cost including VAT	Year two (2) Cost including VAT	Year three (3) Cost including VAT
6.1.	Office Size	Gross Rentable Office Area of 500 to 600 m ²	R	R	R	R
6.2.	Rates per square metre (m ²)	Price amount per square metre (m ²)	R	R	R	R
6.3.	Annual Escalation percentage	Indication annual escalation percentages	%	%	%	%
6.4.	Tenant installation allowance if available	Repair and maintenance of the office including improvements - GS to give an estimation	R	R	R	R
6.5.	Covered or Basement Parking	20 parking bays	R	R	R	R
6.6.	Parking rates	Price amount per bay	R	R		
6.7.	Yearly Operating Cost Rental	Building maintenance and repairs	R	R	R	R

Item No.	Description	Specification	Monthly Cost including VAT	Year one (1) Cost including VAT	Year two (2) Cost including VAT	Year three (3) Cost including VAT
6.8.	Yearly Physical Security cost	Access control (if available)	R	R	R	R
6.9.	Yearly Alarm and detection system cost	Arm respond (if available)	R	R	R	R
6.10.	Security costing	Bid proposal should clearly outline the provision of security of the building: Access control into the building and Armed Response Alarm System(if available)	R	R	R	R
6.11.	Total cost for rental for three (3) years VAT inclusive		R	R		
6.12.	Tenant Installations Allowance provided by Landlord VAT inclusive (Not limited)					

7. Pricing Schedule (Option to extend for further two year)

Item No.	Description	Specification	Monthly Cost including VAT	Year one (1) Cost including VAT	Year two (2) Cost including VAT
7.1.	Office Size	Gross Rentable Office Area of 500 m ²	R	R	R
7.2.	Rates per square metre (m ²)	Price amount per square metre (m ²)	R	R	R
7.3.	Annual Escalation percentage	Indication annual escalation percentages	%	%	%
7.4.	Yearly Covered or Basement Parking	20 parking bays	R	R	R
7.5.	Parking rates	Price amount per bay	R	R	
7.6.	Yearly Operating Cost Rental	Building maintenance and repairs	R	R	R
7.7.	Yearly Physical Security cost	Access control (if available)	R	R	R
7.8.	Yearly Alarm and detection system cost	Arm respond (if available)	R	R	R
7.9.	Security costing	Bid proposal should clearly outline the provision of security of the building: Access control into the building and Armed Response Alarm System (if available)	R	R	R

Item No.	Description	Specification	Monthly Cost including VAT	Year one (1) Cost including VAT	Year two (2) Cost including VAT
7.10.	Total cost for rental for two (2) years VAT inclusive		R	R	
7.11.	Tenant Installations Allowance provided by Landlord VAT inclusive- Remove		R	R	

8. EVALUATION CRITERIA FOR OFFICE ACCOMMODATION TENDER

8.1. In accordance with the specified requirements, all proposals will be reviewed in line with the evaluation criteria outlined below, as well as the 80/20 preferential point system prescribed by the Preferential Procurement Regulations of 2022. To determine which submissions most effectively align with TIA's corporate operational objectives, proposals will be evaluated as follows:

- Mandatory Compliance
- Functionality (Technical Evaluation)
- Site visit to confirm the functionality and existence of office accommodation
- Specific Goals

9. MANDATORY COMPLIANCE REQUIREMENTS

9.1. Bidders must submit must meet the following requirements; failure to comply will result in disqualification:

- 9.1.1 Service provider must be registered in the Central Supplier Database.
- 9.1.2 Service provider must be tax compliant by the time TIA appoints.
- 9.1.3 Submit a copy of Tax Certificate with a PIN.
- 9.1.4 Proof of property ownership or authority to lease the premises.
- 9.1.5 Building must have separate or dedicated ablution facilities for males and females including facilities for the paraplegics for TIA Staff.
- 9.1.6 Fibre connectivity available at the address of the premises

10. Stage 2: Functionality (Technical Evaluation)

Bids will be evaluated on functionality based on the criteria set out below:

Requirement	Minimum TIA requirement	Scoring guide	Weight	Max score
10.1.1. Location of office	Located within 10km of the Musgrave Centre (please provide the exact location of the property) <input type="checkbox"/> Yes <input type="checkbox"/> No	5= 5 - 6Km radius 4 = 6 to 7 Km radius 3 = 7 to 8 Km radius 2 = 8 to 9 Km radius 1 = 9 to 10 Km radius	0.15	5
	Located in specified areas – Berea, Sherwood, Morningside Essenwood, Greyville, Westville Westway Office park	5= Designated area 0=Outside of the specified areas	0.15	
	The require space by TIA should between 500-600 square metre (m ²) of the floor. <input type="checkbox"/> Yes <input type="checkbox"/> No	5 = 600-580 square metre (m ²) of the floor 4 = 580 – 560 square metres (m ²) of the floor 3 = 560 – 540 square metres (m ²) of the floor	0.15	5

		2 = 540 – 520 square metres (m ²) of the floor 1 = 520 – 500 square metres (m ²) of the floor		
	Close to major public transport	5 = Close to major public transport 0 = Not Close to major public transport	0.10	5
	Building must have back generator or solar system for power outages	5 = back generator or solar system available for power outages 0 = NO back generator or solar system for power outages	0.125	5
10.1.2. Information technology (IT) infrastructure	Fibre Cable connectivity installed <input type="checkbox"/> Yes <input type="checkbox"/> No	5 = Fibre Cable connectivity installed 0 = No Fibre Cable connectivity installed	0.10	5
10.1.3. Parking	Provision of parking space, but not	5= 20 or more parking spaces and	0.10	5



	limited	secure visitors' parking 0= no sufficient parking		
10.1.4. Standard building requirements to accommodate persons with disabilities	Ramps must have a slope and be fitted with handrails.	5 = Ramps must have a slope and be fitted with handrails. 0 = No ramp fitted with handrails	0.125	5
Total weighted score/Maximum possible score			1	
Minimum qualifying score (expressed as percentage)			70%	

11. Stage 3 Specific Goals

Specific Goal	Points	Proof
At least 51% black ownership	5	CSD Report
Less than 51% black ownership	0	
At least 51% Black youth ownership	5	Certified ID
Less than 51% Black youth ownership	0	
At least one of the owners has a disability	5	Letter from the Doctor with Practice Number confirming disability
No owner has disability	0	



At least 51% Black Women ownership	5	CSD Report
Less than 51% Black Women ownership	0	
Total points for specific goals	20	
Price (<u>Note: All Prices must include Vat for VAT registered Bidders.</u>)	80	Quotation
Total	100	

12. Minimum Threshold:

A minimum score of 70 points (70%) is required for a bid to qualify for further evaluation.

13. Stage 3 Site Inspection

13.1. The Bid Evaluation Committee will conduct site inspections to:

- Verify the information provided in the bidder’s submissions;
- Assess the physical condition and suitability of the premises.

14. Stage 4: Price and Preference points (80/20)

Bids that meet the minimum functionality threshold will be evaluated in terms of price and preference as follows:

Criteria	Points
Price	80
Specific goals	20
Total	100

15. REGULATORY AND ENVIRONMENTAL CONDITIONS

The building is required to comply with all regulatory and environmental requirements:

- Certificate of Occupancy (COO).
- Electricity Certificate of Compliance (COC).
- The Occupational Health and Safety (OHS) Occupancy Certification.
- Emergency Assembly Point should be available.
- A Fire compliance with Certificate of Compliance (COC).
- Paraplegic friendly with wheelchair ramps, parking bays and toilets compliance.
- Service provider must have a valid Fidelity Fund certificate available and Compliance with Estate Agency Affairs Board (EAAB).

16. General Terms and Conditions

16.1. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal. Kindly note that TIA is entitled to:

16.1.1. 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.

16.1.2. Verify any information contained in a proposal.

16.1.3. Not to appoint any bidder.

16.1.4. Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof.

16.1.5. 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

16.1.6. 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.

16.1.7. TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.

16.1.8. 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.

16.1.9. The Bidder hereby offers to render all 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).

16.1.10. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

- 16.1.11. The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.
 - 16.1.12. Validity period: 120 days after closing date.
 - 16.1.13. TIA's decision on proposals received shall be final and binding.
- 16.2. TIA may disregard any submission if that bidder, or any of its directors:
- 16.2.1. Abused the Supply Chain Management (SCM) system of any Government Department / Institution.
 - 16.2.2. Committed proven fraud or any other improper conduct in relation to such system.
 - 16.2.3. Failed to perform on any previous contract and the proof thereof exists.
 - 16.2.4. Restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on specific goals.

17. Proposal Submission

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

- a. Completed SBD 1, 4, and 6.1 forms as attached
- b. Pricing schedule as attached **(Refer to page 16 – 18 of the pricing schedule) together with all other relevant and required documents.**

18. Medium of Communication

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

19. Verification of Documents

Bidders 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.

SBD FORMS

SBD1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	TIA003/2026	CLOSING DATE:	20 July 2026	CLOSING TIME:	11:00
DESCRIPTION	PUBLIC RELATIONS AGENCY FOR TECHNOLOGY INNOVATION AGENCY				
BID RESPONSE DOCUMENTS MUST BE E-MAILED TO					
Tenders@tia.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Bongani Mtshali		CONTACT PERSON	Bongani Mtshali	
E-MAIL ADDRESS	bongani.mtshali@tia.org.za		E-MAIL ADDRESS	bongani.mtshali@tia.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
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	
<i>[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]</i>				
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?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES 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:

.....

SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

² 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.



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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public

auctions; and

- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% black ownership Less than 51% black ownership		5 0		
At least 51% Black youth ownership Less than 51% Black youth ownership		5 0		
At least one of the owners has a disability No owner has disability		5 0		
At least 51% Black Women ownership Less than 51% Black Women ownership		5 0		



5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....