



Request for Quotations (RFQ)
**For supply of Office Space Rental in Pretoria, preferable Arcadia,
Brooklyn, Centurion, Groenkloof, Hatfield, or Irene.**
Bid Number: ISI2021- OFFICE3

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Our programs focus is on HIV, TB, Non-Communicable diseases and Capacity development for community-based organization and government departments.

Isibani Development Partners is one of the three Sub-Recipients of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV programmes from the 1st April 2019 to 31st March 2022. On behalf of the National Department of Health – GF Unit, Isibani is inviting suppliers to submit quotations office space rental as per below:

#	KEY INFORMATION
1	Floor Area : 2000M ² or Workstations for 50 Officials
2	Area: Pretoria, preferable Arcadia, Brooklyn, Centurion, Groenkloof, Hatfield and Irene
3	The office must be fully furnished
4	Workstation as follows 30 Open plan, 19 Single/Private office and 1 Reception office/Area. Boardroom to fit minimum of 30 officials.
5	Parking Bays: Minimum of 30 bays
6	Occupation date 01/07/2021 to 30/06/2022 (Duration of 12 months)

Mandatory Requirements

- Declaration of Interest SBD4. <https://etenders.treasury.gov.za/content/tender-documents>
 - Declaration of Bidder's past Supply Chain Management Practices SDB9. <https://etenders.treasury.gov.za/content/tender-documents>
 - B-BBEE Status Level 2 or better Verification Certificate (where preference points are claimed) (Certified Copy).
 - Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
 - The service provider must submit the Tax Clearance Certificate for confirmation of Value Added Tax (VAT) and other Tax related matters.
 - The supplier must submit a profile of the entity which includes but is not limited to the following:
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- Name, structure and strategies,
- Names and identity numbers of all directors, chief operating officers,
- Business: products and/or services which the entity is trading

A service provider that does not meet the above mandatory requirements will be automatically disqualified automatically.

Bid proposal should include the following:

- Lease agreement between bidder and owner fully signed by both parties for the subject property related to the bid (Covering the duration). If not owned
- Proposed Comprehensive Tenant Layout plans of the space to rented out.
- Proposed Tenant layout indicating all areas, emergency exits, plus disabled toilets (if available) including position of existing or new lifts if required)
- Site Plan indicating entrance and all parking. Indicate how many parking bays are included in the rental.
- The price should reflect all related costs including water, electricity and utilities.

Required Documents after the Tender has been Awarded:

- Lift condition report – prior to handover (Copy)
- Electrical Compliance Certificate (Copy) – prior to handover.
- Fire regulation compliance certificate (Copy) – prior to handover.
- Occupational Health & Safety Regulation Certificate (Copy) prior to handover including position of existing or new lifts if required-prior handover.

Bid Evaluation Criteria

Bids will be evaluated in a three (3) phase stage

Phase 1: Bidders must satisfy the mandatory administration criteria for them to be evaluated further. Bidders who do not meet the criteria will be disqualified and will not be eligible for further evaluation.

Phase 2: Bid scoring



EVALUATION CRITERIA.

	Criteria		Points Weight Allocation (100 points)
	FUNCTIONALITY SCORING Area/Location of building, Square Metres, Furniture, Availability date.		
LOCATION	Within: Preferred Areas	20	20
	Pretoria: Outside Preferred Areas	10	
FLOOR AREA 2000sqm or 50 work-stations	Yes	10	10
	No	0	
FURNISHED	Yes	30	30
	Partly	15	
	No	0	
TENANT LAYOUT/PLAN	Yes: include parking	20	20
	No: does not include parking	0	
LEAD TIME FOR OCCUPATION	1 July 2021	20	20
	15 July 2021	15	
	1 August 2021	10	

Phase 3: This will be evaluated through Pricing and Broad-Based Black Economic Empowerment (BBBEE).

The 80/20 preference points system will apply and bidders are required to submit a BEE certificate

Closing Date: 24 June 2021 at 16:00.

All bid documents that address the requirements must be emailed to rfp@isibani.org.za. Subject line states “Application – Office Space Rental: Bid Number **ISI2021- OFFICE3**. Late submissions will not be considered.

The supplier to scan and name each document submitted.