



F A S S E T

Make the future count

**THE FINANCIAL AND ACCOUNTING SERVICES SECTOR EDUCATION AND TRAINING
AUTHORITY**

INVITATION TO TENDER: OFFICE SPACE

TENDER NO: FAS/BM/OPS/OFFICESPACE/CON3198/22

OFFICE SPACE

Closing Date: **12 December 2022**

TIME: **11H00**

Bidder Name:.....

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND FOR
CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ONLY.

BID SUBMISSION

FASSET invites suitable service providers to submit proposals for the provision of leased office space for a period of approximately 7 years (ending 31 March 2030), subject to review after 5 years. The estimated occupation date is the later of the two:

- The expiry of the current lease on 31 July 2023, or as agreed upon.

A compulsory briefing session will be held on 28 November 2022 at 11H00 at FASSET offices located at 296 Kent Avenue, 1st Floor, Ferndale, Randburg.

Completed tender submissions must be hand delivered / deposited into the Tender Box at the reception area of FASSET offices, located at 296 Kent Avenue, 1st Floor, Ferndale, Randburg for the attention of: "Assistant Manager: Supply Chain Management".

No submissions sent by e-mail or facsimile will be accepted, and no submissions after the closing date will be accepted.

Bidders are requested to make two (2) envelope submissions in hard copies. One (1) envelope marked "Functionality and the second (2) envelope marked Financial". In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc)

FASSET - ATTENTION: Assistant Manager: Supply Chain Management, 296 Kent Avenue, 1st Floor, Ferndale, Randburg, by no later than 11:00 am (eleven o'clock) on the 12 December 2022.

Late submissions will not be considered. All enquiries are to be directed to Supply Chain Management Office at: (011) 476 8570 or Email: tenders@fasset.org.za or Sphamandla.Ngcobo@fasset.org.za.

Closing date and time for submission of tenders 12 December 2022 at 11:00 am

PROPOSAL GUIDELINE

Bidders are advised that their proposal should be comprehensive, concise, written in plain English, legible and simply presented. The proposal should include:

Envelope one: Technical/Functional Proposal – one (1) original, one (1) hard copy and one (1) electronic copy (memory stick, USB etc)

- Profile of the bidder.
- Municipal approved building plans
- Confirmation of current condition and maintenance history of the building. (Not older than 12 months). In a case of a new building, a declaration of when it was built.
- Photographs of the building inside and outside
- Bid documents must be completed in full and signed.
- **Bidders must initial all pages of SBD forms.**
- **Latest Central Supplier Database (CSD) Report**
- **Company registration documents.**
- **Original and/or certified copy BBBEE certificate or Sworn affidavit.**

A trust, Consortium/Joint Ventures must submit their consolidated BBBEE Certificate and a joint venture agreement. Each Bidder in a trust, joint venture must also submit all its supporting documents (SBD forms, Tax certificate, CSD.)

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https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit_20.pdf

Envelope two (2): Price/Financial Proposal – one (1) original, one (1) hard copy and one (1) electronic copy (memory stick, USB etc)

- Proposed total costing including VAT in the provided format.

SECTION ONE - TERMS OF REFERENCE

1. INTRODUCTION

The Finance and Accounting Services Sector Education and Training Authority (FASSET) is a Schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA). FASSET has been established in terms of Section 9 of the Skills Development Act 97 of 1998, as amended.

2. SCOPE OF WORK

FASSET requires to lease office space in Gauteng, within a 15.5km radius from its current offices in Ferndale, Randburg. The required office space should be between 2500 and 3500 sqm. The proposed premises should provide at least 100 covered staff parking bays and 20 visitors parking bays. The office space must be existing and available for site visits when required.

3. MANDATORY REQUIREMENTS

- 3.1. Bidders are required to indicate the level of compliance with the mandatory requirement below by selecting comply or not comply using a tick (✓) in the columns provided.**
- 3.2. Bidders who fail provide the tick will be eliminated.**

FAILURE TO COMPLY WITH ANY OF THE LISTED MANDATORY REQUIREMENTS WILL LEAD TO DISQUALIFICATION.

MANDATORY REQUIREMENTS	COMPLIED	NOT COMPLIED	NOT APPLICABLE
3.2.1 Size of office space between 2500 and 3500 sqm			
3.2.2 GRADE A+ OR A BUILDING			
3.2.3 Single level or multi-level and must have lift access in case of multi-level. Each floor must be accessed through a Biometric Access			

*Lifts must accommodate individuals with disabilities)			
3.2.4 Building and toilets must accommodate individuals with disabilities.			
3.2.5 Ablution facilities (at least minimum of 4 to 6 cubicles for males, 4 to 6 cubicles for females and 2 for people with disabilities) per floor and/or allowance for the above in case of a new building.			
3.2.6 Automated generator and provided by the landlord at his/her cost. NB: Alternative renewable energy source is advisable for reduced energy costs			
3.2.7 Undercover parking for staff (100 bays) and at least 20 visitors parking (cost included as part of the lease)			
MANDATORY DOCUMENTS TO BE PRESENTED BEFORE OCCUPATION/ AT CONTRACTING STAGE	COMPLIED	NOT COMPLIED	NOT APPLICABLE
Occupancy Certificate			
Pest Free Certificate			
Emergency escape routes-per floor			
Electrical Compliance Certificate			
Plumbing Compliance Certificate			
Professional engineer's structural stability certificate			
Lift Compliance Certificate issued by an accredited Engineer			
Proof of lift maintenance contract			
Air Conditioner Service Certificate and maintenance contract			

Lightning Protection Certificate			
Environmental Assessment report certifying that radiation levels where antennas or microwave dish and related installations on or near the building are within the prescribed limits			
Health Inspectors Certificate			
Confirmation of building insurance cover			
Municipal clearance certificate			
Any other applicable certificate as requested by FASSET			

4 BID EVALUATION PROCESS

This bid will be evaluated in three phases outlined below:

4.1 Phase 1: Paper-based evaluation (80)

- The Bid Evaluation Committee (BEC) will evaluate the bid proposals submitted by the bidders.
- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality for this phase.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality for this phase.

4.1.1 Paper-based Evaluation Criteria

Evaluation Criteria	Guidelines	Allocated Points	Weight	Scoring
1. Location of the building and the grading of the building	1.1 The building is within a radius of 15.5km in distance from the current offices in Ferndale, Randburg.	20	40	
	1.2 The building is at least within 4kms or accessible to freeways, highways, and public transport (such as taxis, trains, buses).	10		
	1.3 The building is at least within 4kms from amenities (mall/shopping centre, shops, cafeteria, public transport).	5		
	1.4 The office is in a corporate environment (indicate the number of tenants on the premises and nature of business conducted) In the case of the new building, a declaration that there are no tenants.	5		
	1.5 The grading of the building is A , A+ or higher (Evidence should be included)	10	10	
		TOTAL		
2. Security	2.1 24-hour security which includes a minimum of 2 security personnel located at the gate entrance, building entrance, and patrolling the grounds. Personnel to be provided by the landlord.	5	10	
	2.2 Monitored CCTV cameras and access to the video footage on request.	1		
	2.3 Alarm system linked to armed response with a control room provided by landlord	2		
	2.4 Access control to the premises and building (only Biometric access). FASSET must have access to the records on request	1		
	2.5 The building must be a weapon-free zone. (Please submit a declaration letter or a Gun Free Zone policy any proof to support the statement above) (Indicate if there is a gun safe at security desk and metal detectors at the entrance) In case of a new building such will be accommodated.	1		

		TOTAL		
3. Occupational Health and Safety	3.1 Fire prevention equipment, escape doors, escape plan, building fitted with smoke detectors, fire extinguishers (OHSA And Building Regulations Compliance). The landlord must be responsible for servicing of fire prevention equipment. Evidence of compliance should be attached.	8	10	
	3.2 Designated smoking areas complying with applicable laws.	2		
		TOTAL		
4. Installation and Maintenance	4.1 Full maintenance of the building and servicing of ablution facilities and air conditioners must be the responsibility of the landlord.	5	10	
	4.2 Allowance for tenant installation must be available and indicated in the lease offered. A team of professionals required for the project: Architect, Space Planner, Project Manager must be made available. The installation must be done by the landlord.	5		
		TOTAL		
		TOTAL for Paper based evaluation		
Total points for paper-based evaluation			80	
Minimum qualifying score (threshold) for paper-based evaluation			70	

4.2 Phase 2: Site Visits

- The BEC will do site visits to inspect the proposed office space which met the minimum requirements in phase 1.
- The building Manager must be available for the site visit which will be conducted with the FASSET BEC.
- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality for this phase.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality for this phase.
- The scores for Phase 1 and 2 will be added to make up the total score for functionality.
- Bidders must obtain a minimum threshold of 70 points (Paper-based + Site Visit evaluations) to proceed to the next phase (Price and B-BBEE) of the evaluation and adjudication process.
- Bids that score less than 70% of the marks available for functionality will be eliminated from further consideration.

4.2.1 Site Visits Evaluation Criteria

Evaluation Criteria	Guidelines	Weight	Value score (B)	Total score (AxB)
Building Location	<ul style="list-style-type: none"> - Accessibility – Distance to freeways, public transport, and food stores - Overall impression of the building in line with the FASSET brand 	5		
Amenities	Provision and/or allowance for the following: <ul style="list-style-type: none"> - Air-conditioned offices - Ablution facilities (a minimum of 4 to 6 cubicles for males, 4 to 6 cubicles for females and 2 for people with disabilities) per floor - Provision for server room - Boardrooms - Kitchens - Storage/filing rooms and built-in strong room - Automated back-up generator and uninterrupted power supply 	5		

Evaluation Criteria	Guidelines	Weight	Value score (B)	Total score (AxB)
	<ul style="list-style-type: none"> - Smoking areas 			
Security and Compliance	Provision and/or allowance for the following: <ul style="list-style-type: none"> - Access Control- via Biometric access control - General safety of the location - General compliance of the building 	5		
Parking	Provision and/or allowance for the following: <ul style="list-style-type: none"> - 100 Undercover parking bays for staff - At least 20 parking for visitors 	5		
Total points for site-visit evaluation		20		



Each member will score the abovementioned site evaluation criteria as follows:

Site Evaluation Criteria

Value	Description
5 – Excellent	Exceeds 100% (ALL) the requirements
4- Very good	Meets 100% (all) of the requirements
3 – Good	Meets less than 100% of the requirements
2 – Average	Do not meet the requirements
1 – Poor	Unacceptable

- The scores for Phase 1 and Phase 2 will be added to make up the total score for functionality.
- Bidders must obtain a minimum threshold of 70 points (Paper-based + Site Visit evaluations) to proceed to the next phase (Price and B-BBEE) of the evaluation and adjudication process.
- Bids that score less than **70%** of the marks available for functionality will be eliminated from further consideration.

Bids that do not obtain a minimum score of 70 for functionality will be disqualified and will not be considered for further evaluation on price and BBEE points.

Bidders who obtained a minimum score of **70** on functionality will be evaluated further on Price and Preference points (B-BBEE status level contributor). Evaluation will be conducted on **80/20** preferential procurement principles. **80** Points will be allocated to price and **20** Points will be allocated to the BBEE status level. BBEE points in terms of the Preferential Procurement Policy Framework Act Regulations are as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

SECTION TWO

1. Terms of Engagement

- 1.1. The successful bidder shall not take more than one (1) month from date of the Bid being awarded to render the required service unless otherwise indicated and agreed between the successful Bidder and FASSET.
- 1.2. The successful Bidder shall be available for consultation with the FASSET representative.
- 1.3. The successful Bidder shall manage as confidential all data, information and insights gained in execution of work for the FASSET
- 1.4. FASSET retains the right to require the successful Bidder to obtain permission in writing from FASSET prior to replacement of individuals proposed for execution of this Bid.
- 1.5. All documentation and responses will be supplied and exchanged utilising standard Microsoft Office (Word, Excel, and PowerPoint) products.
- 1.6. The successful bidder will be required to submit reports to FASSET on a weekly and on an ad hoc basis.
- 1.7. Any attempt to gain information in a manner deemed to be fraudulent or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation/adjudication will result in immediate disqualification from the bid process.
- 1.8. FASSET reserves the right **NOT** to appoint/award this bid

CONDITIONS OF THE TENDER

2. Contents of Submission

- 2.1. Proposals shall include all relevant information about the Bidder, which is deemed appropriate to assist FASSET to assess the bidder's capabilities, capacity, outputs, value adding abilities, competitive advantage, etc.
- 2.2. The proposals presented should describe the methodology to be used in executing the required services. Bidders should also indicate value added services expected to be provided to FASSET.
- 2.3. The proposals presented are to be as comprehensive as possible and FASSET reserves the right to request the Bidder to provide more details.
- 2.4. Bidders shall adhere to the conditions stipulated in the General Conditions of Contract as prescribed by the National Treasury.

2.5. Bidders shall ensure that the complete bid document is submitted with all additional required information and any other documents that the bidder wishes to supply to substantiate or clarify specific aspects in the proposal.

3. Broad-based Black Economic Empowerment (BBBEE)

3.1. In terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000, amended in 2017, the 80/20 principle shall be applicable to this bid and points shall be allocated as indicated under functionality. Verifiable evidence for points claimed must be attached so that points can be allocated.

(Claim BBBEE points on SBD 6.1 and attach original or certified BBBEE certificate or a Sworn Affidavit for BBBEE points to be allocated)

4. Price and Pricing Structure

4.1. Bidders must provide the basis on which the services will be charged. In this regard the following information shall be required:

4.2. Where a Bidder lacks in-house expertise and may have to outsource certain services, the detail and basis of charges of any such service that may be required must be outlined.

4.3 The Bidder shall reflect service discounts that they will offer throughout the contract duration.

4.3. Bidders' submissions must reflect the detailed breakdown of the bid price as per the bill of quantities

4.4. Prices must include VAT, if it is applicable and all other costs related to the execution of the required services.

4.5. The bidder agrees not to change the price with VAT or any other Tax subsequent to submitting the tender. This includes subsequent VAT registration.

5. Compliance with General Conditions of Contract

5.1. No alteration, variation, or amendment of the Contract (of which this Bid represents the offer) shall be permitted unless otherwise agreed to in writing. Should the prospective provider, in the case of non-compliance, wish to make any amendments to the conditions stipulated by FASSET in this Bid, then such proposed amendments shall be clearly stipulated by the prospective Bidder and

where possible stating the increase or decrease in the cost involved by such proposal. FASSET reserves the right to reject such submissions. Misrepresentation of facts will result in disqualification and cancellation of the Contract.

6. Acceptance of Submissions

6.1. No submission shall be deemed to have been accepted, unless and until a formal appointment letter has been commissioned and executed. Submissions shall remain open for acceptance by FASSET for a period of **90 (ninety) days** from the date on which they are returnable in terms of this Bid.

7. FASSET Liability

7.1. FASSET does not bind itself to accept the lowest or any Bid proposal, nor shall it be responsible for or pay any expenses or losses that may be incurred by the prospective Bidders in the preparation and delivery of its submission.

8. Pricing

8.1. No change in the prices submitted shall be considered after receipt of response to the Bid submission within the 90 days' validity.

9. Amplification of Submissions

9.1. FASSET may, after the opening of submissions, call on the prospective Bidder to amplify in writing any matter which is not clear in the prospective Bidder's submission and such amplification shall form part of the original submission. In the event of the prospective Bidder failing to supply such information within a reasonably stipulated time, the submission will be liable to rejection.

10. Cost of Proposal

10.1. Bidders shall bear all costs associated with the preparation and submission of their proposals, FASSET will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid

11. Bid Documents

11.1. This document in its entirety serves as the complete Bid document. Proposals offering only part of the requirements will be rejected. The Bidder is expected to

examine all corresponding instructions, forms, terms, and specifications contained in this document. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of their proposal.

12. Documents Comprising the Proposal

12.1. In preparing the technical and price components of the submissions all references to descriptive material and brochures should be included in the appropriate response paragraph, although material documents themselves may be provided as annexes to the proposal / response. Bidders are requested to focus on the provision of relevant information and to limit the amount of marketing and "boilerplate" material. The successful Bidder's proposal may be incorporated in whole or in part in the final contract. Any information that the Bidder considers proprietary should be marked as such.

13. Information

13.1. Information that the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will be treated as such accordingly,

14. Period of Validity

14.1. Proposals shall remain valid for ninety (90) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by FASSET on the grounds that it is non-responsive.

14.2. In exceptional circumstances, FASSET may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

15. Format and Signing of Proposals

15.1. Bidders are requested to make two (2) envelope submissions in hard copies. One (1) envelope marked "Functionality and the second (2) envelope marked Financial". In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc). In the event of any inconsistencies between them, the original shall prevail. The four proposals shall be signed by the Bidder, or a person or persons duly authorised to bind the Bidder to the contract.

16. Interlineations

16.1. A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the proposal.

17. Performance Based Agreement

17.1. This is a performance-based agreement that shall run from awarding the tender to the successful bidder till the completion of the tender.

18. Payment

18.1. The successful Bidder shall be paid upon submission of an invoice for each transaction of satisfactory work detailed in the scope and submission of supporting documents

19. Due Diligence

19.1. FASSET reserves the right to exercise due diligence to submitted tenders.

20. Compliance to Legislations

20.1. The successful bidder shall comply with all relevant legislation that pertains to contracts of this nature.

21. Summary of Compliance & Elimination Reasons

21.1. The table below summarises the reasons for bid elimination which may be imposed in the pre-compliance checking process. Prior to the bid being evaluated for functionality the tabulated areas below are assessed, and where the bid does not meet the criteria, the bid will be eliminated and will not be submitted to the next phase for the assessment of functionality

Area	FASSET Requirement	
1	Bidders are requested to make two (2) envelope submissions in hard copies. One (1) envelope marked “Functionality and the second (2) envelope marked Financial”. In addition, both submissions must also be consolidated	Bid will be eliminated



	and submitted in one (1) electronic copy (memory stick, USB etc)	
2	Vendor acceptable with reference to National Treasury "Restricted List"	Bid will be eliminated if they appear on this list
3	Vendor acceptable with reference to National Treasury "Tender Defaulters List"	Bid will be eliminated if they appear on this list
4	POPIA Act Consent form completed and signed and each page initialled.	FASSET publishes tender information on public platforms, consent to share details about bidders is required
5	SBD 1: Invitation to Bid completed in full, signed and each page initialled.	Bid must initial each page and complete in full
6	SBD 3.1: Pricing Schedule – Firm prices (Purchases)	Bid must initial each page and complete in full
7	SBD 4: Declaration of Interest completed in full and signed and each page initialled.	Bid will be eliminated must initial each page and complete in full
8	SBD 6.1: Preference Points Claim Form completed in full and signed and each page initialled.	Bid will be eliminated must initial each page and complete in full
9	SBD 7.2: Contract Form – Rendering of Service completed and signed in full and each page initialled	Will be completed by the successful bidder
10	Valid BBEE certificate, or certified copy thereof, issued by a SANAS accredited verification agency, or a sworn affidavit for EMEs and QSEs or an affidavit issued by the CIPC. A trust, Consortium/Joint Ventures must submit their consolidated BBEE Certificate and a joint venture agreement.	For a sworn affidavit, please obtain the correct template provided by National Treasury using the link below, https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit_20.pdf
11	Latest Audited Financial Statements not older than three years. (or an independent review of financial statements in a case of	Bid will be eliminated

	companies not required to have audited financial statements per the companies act)	
12	Business Registration Certificates issued by CIPC	
13	VAT registration certificate (VAT103) must be submitted (where applicable)	VAT cannot be charged by bidders not registered for VAT



SBD 1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FASSET

BID NUMBER: **FAS/BM/OPS/OFFICE_SPACE/CON3098/22**

CLOSING DATE: **12 December 2022**

CLOSING TIME: **11:00**

DESCRIPTION: **PROVISION OF OFFICE SPACE**

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:

.....

OR:

.....

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

.....

.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 8 hours on weekdays from Monday to Friday 08h00 to 16h30.



ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED).

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER.....

CELLPHONE NUMBER:.....

FACSIMILE NUMBER:.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?
(SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD
6.1)

YES or NO



IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT

(CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM

(SANAS); OR.....

A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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? YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Mr Sphamandla Ngcobo

Tel: 011 476 8570

E-mail address: tenders@fasset.org.za or Sphamandla.Ngcobo@fasset.org.za



**PRICING SCHEDULE – FIRM PRICES
(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

Name of bid.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO. INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES
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- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - Delivery basis
- *Delivery: Firm/not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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.

	Full Name	Identity Number	Name of institution	State
2.2				

Do you, or any

person connected with the bidder, have a relationship with any person who is

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.



2.2.1 employed by the procuring institution? **YES/NO**
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 or not 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 will be reported to the Competition Commission for investigation and possible

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.

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 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 BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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 **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for 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	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
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.

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;

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:

80/20 or 90/10

$$Ps \square 80 \square 1 \square \frac{Pt \square Pmin \square \square}{Pmin \square \square} \quad \text{or} \quad Ps \square 90 \square \frac{Pt \square Pmin \square \square}{Pmin \square \square}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

BID DECLARATION

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

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 7.1 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.

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 subcontractor..... iii) The B-BBEE status level of the subcontractor.....

iv) Whether the sub-contractor is an EME or QSE **(Tick applicable box)**

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

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		

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 company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorized 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 favorable 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES



PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

WITNESSES



1

2

DATE:

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by FASSET, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual communicating with FASSET and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that FASSET requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

FASSET is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting FASSET initiatives to the Department of Higher Education and Training;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Clearance Certificates from SARS;
- Verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other research reports;
- providing personalised communications;



- complying with the law; and/or
- for a purpose that is ancillary to the above.

Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will FASSET process personal information?

FASSET will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual;
- from an agent, work colleague or other duly authorised representative;
- from service providers that were provided with services or goods by the individual; from service providers who provided with services or goods to FASSET;
- from FASSET's own records relating to previous supply of services or goods; and/or from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of FASSET's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

- I hereby agree with the policy and provide authorisation to FASSET to process the personal information provided for the purpose stated.

SECTION B: POPI ACT CONSENT FORM



- I understand that withholding of or failure to disclose personal information will result in FASSET being unable to perform its functions and/or any services or benefits I may require from FASSET.
- Where I shared personal information of individuals other than myself with FASSET I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold FASSET not responsible in respect of any claims by any other person on whose behalf I have consented, against FASSET should they claim that I was not so authorised.
- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold FASSET responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide FASSET with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if FASSET agrees to same in writing. FASSET specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the Information Officer at popia@fasset.org.za.
- A copy of the full FASSET policy is available at our offices, situated at 296 Kent Avenue, Ferndale, Randburg, South Africa.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify FASSET so that our records may be updated. FASSET will largely rely on the individual to ensure that personal information is correct and accurate.



- The individual have the right to access their personal information that FASSET may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
 - the information comes under legal privilege in the course of litigation,
 - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
 - giving access may cause a third party to refuse to provide similar information to FASSET,
 - the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
 - the information as it is disclosed may result in the disclosure of another person's information,
 - the information contains an opinion about another person and that person has not consented, and/or
 - the disclosure is prohibited by law.

7. Requesting access and lodging of complaints:

- Please submit any requests for access to personal information in writing to FASSET's information officer at popia@fasset.org.za.
- With any request for access to personal information, FASSET will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- There may be a reasonable charge for providing copies of the information requested.
- If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

Signature:	Date
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ANNEXURE A

OFFICE SPACE REQUIREMENTS FOR INTERNAL LAYOUT PURPOSES

SPACE PLANNING REQUIREMENTS	COMMENTS
ICT REQUIREMENTS	
ICT Server Room with an air conditioner and a fire suppression system and/or installation is done in case of a new building	
Fibre line to the server room	
Network cabling - 150 network points termination at the server room	
Space for 3 Printers and 4 Photo Copiers in different areas of the building	
Space to mount 4 Video Conference Equipment (in meeting rooms)	
Space to mount 3 TV Sets	
Space to mount 7 Access Point	
Space to setup 8 Camera (at minimum), if the building does not have cameras	
Storeroom to store ICT equipment (attached to the ICT staff office)	
OTHER SPACE REQUIREMENTS	
Sick Room	
Labour Office	
Bulk Filing Room, Strong Room and 2 attached smaller storerooms	
Facilities storeroom, changing room and office with 4 workstations (close to the reception/front office and main kitchen)	
Eating area at least to accommodate 30 employees	
Reception with visitors Area Visitors/waiting area should accommodate 10 visitors at a time	
Outside seating area or balcony with ample space	
No wall-to-wall carpets	
Parking Facilities: 100 covered bays for employees and 20 for visitors. The number may increase depending on operational needs.	

BOARDROOM AND MEETING ROOMS	
1 X Boardroom to accommodate 100+ people 2 X Meeting rooms (6-8 seater) for auditors 2 X Meeting rooms (20 seater) 2 X Meeting rooms (6-8 seater) 1 X Executive Boardroom (15 seater) 1 X fully fitted Kitchenette to service Boardrooms	
OFFICES: EXECUTIVE MANAGEMENT	
Executive Offices: <ul style="list-style-type: none"> - CEO- with at least 6-8 seater Board room and a toilet with hand sink - COO - CFO - Company Secretary - CIO - Executive Manager in the office of the CEO - Corporate Services Director - Research Director - CAE - Legal Manager 	
2 X Offices with two workstations each for Personal Assistants	
Fully fitted kitchenette to Service Executives	
OFFICES: MANAGEMENT	
15 Managers offices (ideally closer to the relevant departments)	
8 enclosed cubicles within open plan offices (Assistant Managers)	
OPEN PLAN (Departments)	
ARC (4 workstations)	
Human Resources (5 workstations)	
Marketing and Call Centre (7 workstations)	
ICT (6 workstations and a receive and collect counter)	
CoSec (3 workstations)	
SCM (4 workstations)	
Finance (6 workstations)	
Research and Monitoring (4 workstations)	
Quality Monitoring (7 workstations)	
Grants and Learnerships (10 workstations)	
Projects (25 workstations)	
Additional office (6 workstations)	



ANNEXURE B

PRICING SCHEDULE							
	2023_2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
Building (rate per square metre)							
Cost per parking bay							
Operating Costs (per month)							
Tenant Installation							
Any other related costs, please specify							
TOTAL COST (over a period of 7 years including VAT)							

A handwritten signature in black ink, appearing to be "J. H. [unclear]", located in the bottom right corner of the page.