
**TERMS OF REFERENCE FOR LEASING OF A CORPORATE OFFICE SPACE FOR
A PERIOD OF FIVE (5) YEARS**

BID NUMBER: NAMC- T02/2023

CLOSING DATE: 24 JANUARY @ 11H00

**COMPULSORY BRIEFING SESSION TO BE HELD VIRTUALLY ON 10 JANUARY
2024 @ 11H00**

VALIDITY PERIOD: 90 DAYS

NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

**Faxed and/or emailed bids will not be accepted, only hand delivered, and
couriered original proposals will be accepted.**

1. INVITATION

The National Agricultural Marketing Council (NAMC) is inviting potential bidders to submit proposals to NAMC to provide leasing Corporate Office Accommodation/Space.

2. BACKGROUND

The NAMC is a statutory body established in terms of the Marketing of Agricultural Products Act No. 47 of 1996, as amended by Act No 59 of 1997 and Act No. 52 of 2001. The main function of the Council is to advise the Minister of Agriculture, Land Reform and Rural Development (DALRRD) on issues relating to the marketing of agricultural products.

The National Agricultural Marketing Council invites suitably qualified service providers to submit proposals for the leasing of office premises between Lynnwood, Menlyn areas, Brooklyn, Hatfield, Arcadia and Centurion for a period of 5 years.

The proposed building must:

- a) Office Space must be approximately between 2200 m² – 2500 m²
- b) Be easily accessible to the public and preferably be within 5 kilometres radius from public transport.
- c) The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level.
- d) The building's location and its surrounding areas must, preferably, have no exposure to flooding due to heavy rains, hail and/or hazardous environment, making it difficult to access the building and/or park vehicles.
- e) The leased building should accommodate at least 70 employees.

3. OBJECTIVE

The primary objective of this request for proposal is to invite potential bidders to submit proposals to NAMC to provide leasing Corporate Office Accommodation/Space.

3.1 PROJECT/CONTRACT PERIOD

The contract period will be for five (5) years commencing 01 August 2024.

4. SCOPE OF PROJECT

Provision of a building in the specified area which NAMC can lease for a period of five (5) years with an option to extend.

5. BUILDING SPECIFICATIONS

Proposals should include all the below services required:

5.1 Office Location

The office accommodation should preferably be situated in the Hatfield, Arcadia, Lynnwood, Brooklyn, Centurion or Menlyn areas.

5.2 Office Space Requirements

NAMC requires an estimate of as follows:

- a) Be well secured, with up-to-date facilities and security technology; Fire detection system, fire extinguishers etc. Have secured and sufficient windows and/or exterior doors to allow natural ventilation and lighting into the building that can be opened if necessary.

- b) If the proposed office space is on the ground or first floor, such windows and/or exterior doors must be fitted with burglar bars, except for emergency exit areas, at no cost to NAMC.
- c) The respective service provider/landlord must ensure that the premises adhere to the Occupational Health and Safety Act requirements with reference to any other outbreak that may happen in the future.
- d) Suitable for parking that can accommodate vehicles.
- e) Broadband Infrastructure: The building must have existing network infrastructure to enable the installation of high-speed broadband/fibre – please provide details of the existing network infrastructure for corporate offices.
- f) Kitchen (Table with chairs to accommodate 10-15 employees)
- g) Boardroom accommodating 70 people.
- h) 3 meeting rooms accommodating 10 people combined.
- i) Server room

5.2.1. The responsibilities of the Landlord will include the cost for partitioning, renovation, plan layout and the proposed building must provide for the following, as prescribed by the National Building Regulations e.g.:

- a) Heating and Air-Conditioning.
- b) Natural Ventilation (open windows)
- c) Smoking areas
- d) Ablution Facilities.
- e) Kitchen facilities
- f) Storage facilities
- g) Studio room
- h) Water Supply
- i) Electrical Supply
- j) Fire Risk Management
- k) Emergency evacuations/exit

- l) Elevator or a ramp where applicable
- m) Flooring (tiled/wooden flooring or related)
- n) Standby power: must supply the entire office functionality during power failure or make provision for the installation of a generator/UPS or any other back up power daily, including weekends and public holidays.
- o) The building must be declared gun free.
- p) Accessible for people living with disabilities.
- q) Accessible for delivery vehicles and trucks.
- r) CAD1 drawings or equivalent of the existing premises.
- s) Full compliance certification must be supplied upon final works completion at the landlord's cost.
- t) Rental, operating, fit outs/installation and parking costs should be market related.

5.3. Ablution facilities

The proposed building must have modern, well maintained and fully functional ablution facilities in good condition. The following norms shall be applied:

- a) Minimum 6 Male and 6 Female ablution
- b) Minimum 2 disability toilets ablution

NAMC may, under separate contract, install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygiene requirements, where the building is for sole use by NAMC. If the ablution facilities are shared with other tenants, the service provider must provide for such hygiene equipment (e.g., modern, functional toilet roll holders, soap dispensers, paper dispensers, etc.) and with reference to any other outbreak that may happen in the future.

5.4. People Living with Disabilities

The building and its facilities must accommodate people living with disabilities, for example, access to the building (ramps), lifts, ablution facilities, etc. and comply with the relevant acts, regulations, and municipal by-laws.

5.5. Water Supply

The municipal water supply where applicable shall be metered separately for NAMC. NAMC requires the service provider to provide water equipment at the service provider's cost to achieve the desired water pressure. The installation of water supply is to comply with all relevant regulations and by-laws. In addition, the landlord is expected to provide backup water supply in the event the NAMC encounters unplanned water interruptions at own cost.

5.6. Electricity Supply

The power supply where applicable shall be metered separately and power factor correction and Auto Voltage Regulation (AVR) equipment shall be installed. The installation must comply with all relevant regulations and by-laws. Sufficient power supply is to be provided to meet demand at peak times. It must be considered that all NAMC staff will be equipped with a computer or laptop. There must be primary continuous emergency power supply (i.e. power supply backup at landlord's own cost). The proposed building must be configured and wired to power the backup in case of power outages. NAMC will not contribute to any upgrading / provisioning of additional power supply to the building/site.

5.7. Fire Protections and Safety Management

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire detection/system including features which includes but not limited to the public 12 of 32 address system, warning alarms, make and model. Provisioning, certification, continuous maintenance of the installations and equipment will be the responsibility of the service provider, for the duration of the lease period. Fire extinguishers will be serviced by the service provider/landlord at intervals stipulated on the fire extinguisher cannister.

5.8. Stairs and Elevators

Non-slippery stairs and accompanying handrails/banisters must be installed in line with National Building Regulations. They should allow free and safe movement of NAMC staff and clients from one floor to another.

If the building consists of more than one floor, it must have at least one (1) lift to be utilised as a passenger lift to transport at least eight (8) people or goods. This must be in line with the rules contained in SANS, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS). The minimum clear entrance to the lift shall be of such dimension that it will be accessible for a wheelchair.

5.9. Rates and Maintenance

Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the adjustment date. Rates shall also include but not limited to the maintenance of the exterior and interior “as and when required” of the premises such as:

- a) Roofing.
- b) HVAC (repairs and maintenance)
- c) Lightning protection.
- d) Plumbing.
- e) Electrical supply, up to DB board.
- f) Fire Protection and Detection.
- g) Common area electrical reticulation.
- h) Grounds and gardens.
- i) Storm water and drainage.
- j) Parking; and
- k) Washing the external windows & facades. For any roof leakages, NAMC reserves the right to:
 - bill the service provider/landlord for any and all damages arising out of roof leakages; source roofing experts to assess the state of roof waterproofing, fix/repair identified leaks and bill the service provider/landlord for the costs incurred.
 - A copy of the utility bill for the preceding 3 months. Link the utility bill to the proposed property (e.g., Physical address, ERF number).

5.10. Parking

- a) A minimum of forty (40) parking bays, access-controlled parking bays (inclusive of 2 for persons with disabilities) must be made available for exclusive use of NAMC vehicles, staff, and visitors at the premises.
- b) The parking bays allocated shall be made available to NAMC on a daily, 24-hour basis, for the duration of the lease, in a safe and secure environment (e.g., Preferably basement or covered or sheltered parking in the same building offered for office space (not any adjacent or nearby building).
- c) The parking shall not be offered to anyone except NAMC vehicles, staff, and visitors.
- d) Shall not be shared with residents in mixed use buildings, with offices and apartments.
- e) Must be covered by CCTV cameras; and

- f) Shall have no exposure to extreme windy, hail and/or any other unreasonable parking conditions.

5.11. Maintenance and Management of documents

The service provider shall not disclose confidential information to any person, firm, company or media except to the designated persons and will not use such information other than the purposes of its appointment, subject to any prior specific authorization in writing by each party.

The service provider should retain all information, records and/or documentation, whether written, verbal or electronic pertaining to reported disclosure for the duration of the contract. Thereafter all documents should be handed over to NAMC. Such information must be treated as confidential at all times.

5.12. Lease Period

The lease period will be for a period of five (5) years with an option to extend.

5.13. Occupation Date

The building should be completed and ready for occupation by 01 August 2024. The prospective lessor will be required to grant the lessee an opportunity to effect renovations and installations to the building prior to the occupation date (occupational benefits). The bidder must furthermore confirm in their proposal whether a tenant installation allowance will be made available for the lessee to effect renovations.

Note: Bidders are required to advise NAMC without delay if the availability status of the property changes.

The premises must be available for beneficial occupation from 1 May - July 2024 to allow renovations to happen (Rent free period).

5.14. Proof of existence of Building and its Grade

The bidder must provide proof of ownership of the building and Proof of whether the building is an A grade. The proof of grading must not be older than 12 months and must be issued by an organization accredited by South African Property Owners Association (SAPOA) and in line with their requirements.

5.15. Premises Accessibility

The premises must be within the vicinity of Public Transport amenities.

5.16. Disability Friendly

The premises (office and parking) must be accessible to persons living with disabilities.

5.17. Accommodation

The premises must be able to accommodate 70 staff members.

5.18. Backup Electricity Power Supply

The premises must have provision for back-up electricity and power supply 24/7 including maintenance and refill of diesel at no cost to NAMC.

5.19. The office accommodation structure required:

Number	Specification Description	Quantity
1.	Offices	Min 25
2.	Open Plan workstations	Min 45

Number	Specification Description	Quantity
3.	Filing Room-Bulk Filing Room	x 1
4.	Boardrooms	x 1
5.	Meeting rooms	x 3
6.	Waiting area	x 1
7.	Storage room	x 1
8.	Printing room/area	x 2
9.	Server room	x 1
10.	Reception area	x 1
11.	Kitchen	x 1
12.	Studio room	x 1
13.	Smoking area	X1
14.	Staff bathrooms for females and males, including toilets for people living with disabilities. Ablution facilities to comply with National Building Regulations and Occupational Health and Safety Requirements	Minimum 6 Male (urinals) and 6 Female ablution Minimum 2 disability ablution as per NBR X14 ablution facilities
15.	Parking bays for staff and visitors	X 40
16.	<p>The premises must be fitted with the following equipment that must be maintained through corrective and preventative maintenance by the landlord. Bidders will be required to submit maintenance records post the evaluation process and before awarding of the contract.</p> <p>16.1. Health and Safety equipment</p> <ul style="list-style-type: none"> • Fire sprinkler system • Smoke detector system 	

6. ADDITIONAL REQUIREMENTS

6.1 The building must comply with Occupational Health and Safety Act, Act No. 85 of 1993

6.2 The proposal must include a full description of the proposed property including the following:

6.2.1. Physical Address
6.2.2. Erf number
6.2.3. Portion number
6.2.4. Floor number

6.3. The below certificates must be submitted with the bid:

Please note that failure to submit such summary which indicates the abovementioned will result in disqualification.

Bidders must be advised that NAMC will assess the submitted evidence accordingly. Failure to submit either the certificate of the necessary note and evidence will result in disqualification.

- Certified copy of the title deed or any confirmation of ownership of the building or Ghost Conveyance report (latest).

Please include an explanatory note in your proposal that provides insight into the title deed, for example, whether the Bidder submits a Certificate of Consolidated title as proof of ownership, please explain the background of the said document.

6.4. Compulsory Site Inspection of the building will be conducted only for the bidders who qualified under mandatory requirement.

7. EVALUATION PROCESS

The evaluation process will follow the stages detailed below:

- Administrative compliance (Stage 1)
- Functionality (Stage 2);
- Site Inspection (Stage 3) and
- Pricing and Specific Goals (Stage 4).

7.1 Stage 1: Mandatory requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Proposals with deviations from the requirements/conditions will be eliminated before stage 2 (two) of the evaluation process.

The following are compulsory requirements and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

Pre-Qualification Requirements		Check list √ Tick each box
SBD 1	Completed, attached and signed	
SBD 3.1:	Completed, attached	
SBD 4:	Completed, attached and signed	
SBD 6.1:	Completed, attached and signed	
Terms of Reference document: Completed, attached and signed		

Pre-Qualification Requirements	Check list √ Tick each box
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a report not older than a month of the date of submission must be submitted	
Proof of grading of the building not older than 12 months issued by organization accredited by SAPOA	
Certificate of compliance (COC) for electrical and plumbing work etc.	
Certificate of occupancy	
Copy of title deed/ proof of ownership	
CAD drawings	
Building insurance/letter of intent	
Zoning certificate	

Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.

Failure to adhere to the above conditions will invalidate the proposal.

Bidders must also supply the following documents (where applicable).

Other Requirements	Check list √ Tick each box
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

7.2 Stage 2 Technical/Functionality Evaluation

No	Requirement	Criteria	Weight
7.2.1	Minimum 5 Years of experience in the provision/ leasing of corporate office accommodation.	<ul style="list-style-type: none"> • • above 10 years = 30 • 8-10 years = 20 • 5 – 7 years = 15 • 0 – 4 years = 0 	30
7.2.2	Building Availability	<ul style="list-style-type: none"> • 5 months = 15 • 3 months = 10 • Less than 3 months = 0 	15
7.2.3	Beneficial occupation	<ul style="list-style-type: none"> • 5 months = 15 • 3 months = 10 • Less than 3 months = 0 	15
7.2.4	Parking requirements Provision of adequate safe parking secure on-site parking (pictures of marked parking bays attached)	<ul style="list-style-type: none"> • Secured and undercover parking = 40 • Access to secured parking for NAMC visitors = 30 • Parking for disabled staff/visitors = 20 	40

Note: The minimum qualifying score for functionality is 70 points out of 100 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.

7.3 Stage 3: Site Inspection

NO.	Description	Points Allocation
7.3.1	Access to public transport and for people living with disabilities	10
7.3.2	Parking bay as per requirements	10
7.3.3	Existing network infrastructure	10
7.3.4	No exposure to flooding due to heavy rains, hail and/or hazardous environment	10
7.3.5	CCTV cameras and other security technology	10
7.3.6	Building grading (Grade A)	10
7.3.7	Ablution facilities as per specifications	10
7.3.8	Heating and Ventilation equipment	10
7.3.9	Backup power supply	10
7.3.10	Access controlled entrance	10

A point scoring system would be utilized as follows:

Score	Description
1	Does not meet requirements, or no information supplied.
2	Meet some of the requirements
3	Almost meet all requirements
4	Fully meet all requirements
5	Exceeds all requirements

7.4 Stage 3: Price and Specific Goal

- All quotations up to the rand value of R 50 000 000.00 including all applicable taxes will be evaluated on the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
- N:B - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points but they will not be disqualified from the bidding process.
- The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Black Ownership	Points (10)
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2

SPECIFIC GOAL	TOTAL POINTS
1-10	1
0	0
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By Youth	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By People With Disability	Points (2)
51-100	2
1-50	1
0	0

8. PRICING SCHEDULE

Proposed fee structure (inclusive of VAT) based on the following:

(Lease/Rental Costs (including disbursements and annual escalations))

Description	Year 1 Cost (Incl. VAT) (12 months)	Year 2 Cost (Incl. VAT) (12 months)	Year 3 Cost (Incl. VAT) (12 months)	Year 4 Cost (Incl. VAT) (12 months)	Year 5 Cost (Incl. VAT) (12 months)
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Operating costs per month:					
Parking rent per month:					
Partitioning					
Renovation					
Office layout					
Fibre connection fees					
Maintenance					
Please specify any other additional costs					

Description	Year 1 Cost (Incl. VAT) (12 months)	Year 2 Cost (Incl. VAT) (12 months)	Year 3 Cost (Incl. VAT) (12 months)	Year 4 Cost (Incl. VAT) (12 months)	Year 5 Cost (Incl. VAT) (12 months)
Total Cost Incl. VAT					
Grand Total Cost					

9. VALIDITY OF PROPOSAL

- The Service Provider is required to confirm that it will hold its proposal valid for 90 days from the closing date of the submission of proposals.
- In exceptional circumstances, NAMC may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing.

10. SUBMISSION REQUIREMENTS FOR PROPOSAL

- All compulsory documents as stated under point 7 above
- The bid proposal as per point 5 above
- In case of joint ventures, bidders must provide a clear agreement regarding joint venture/consortia
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
- Bidders must submit 1 x original Bid document, and 1 x copy of the original.
- No late bids will be considered. It is the bidder's responsibility to ensure that the bid is sent to the correct physical address and that this is received by the NAMC before the closing date and time in NAMC's dedicated tender box or physical address. The office hours are Monday to Friday except public holidays from 08h00 to 16h00.

Proposals must be hand delivered at NAMC at the following address:

National Agricultural Marketing Council

Old Mutual Building, Block A, 4th Floor

536 Francis Baard Street


Meintjiesplein, Arcadia, Pretoria, 0001

Closing date for submission of proposals is 24 January 2024.

11. ENQUIRIES

- **ALL Enquiries must be directed to:** scm@namc.co.za

12. APPROVAL

Approval			
	Name & Title	Signature	Date
Approved by:	Ms Nokuhle Shelembe		14 December 2023

13. DECLARATION BY THE BIDDER

I, (Full name) the undersigned certify that the information provided is true and correct, and understood the contents of the document in full.

SIGNATURE :

DATE: