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

**BID NUMBER: NAMC- T01/2024**

**CLOSING DATE: 23 SEPTEMBER 2024** AT 11H00

**COMPULSORY BRIEFING SESSION TO BE HELD VIRTUALLY: 09 SEPTEMBER 2024 @ 11:00**

**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 for the provision of office space through five-years leasing.

## **2. BACKGROUND**

The Marketing of Agricultural Products Act No. 47 of 1996, as amended by Act No. 59 of 1997 and Act No. 52 of 2001, established the NAMC as a statutory entity. The Council's primary responsibility is to provide advice on matters pertaining to agricultural product marketing to the Minister of Agriculture.

Appropriately qualified service providers are invited by the NAMC to submit bids for the five-year lease of office space between Lynnwood, Menlyn area, Brooklyn, Hatfield, Arcadia, and Centurion.

### **The office space must:**

- a) Be approximately between 1500 m<sup>2</sup> – 2000 m<sup>2</sup>.
- b) Be easily accessible to the public and preferably be within 5 kilometers 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 office's location and its surrounding areas must, preferably, have no exposure to flooding, hail, and/or hazardous environment, making it difficult to access the building and/or parking.
- e) The office space should accommodate at least 50 employees.

### **3. OBJECTIVE**

These terms of reference's principal goal is to extend an invitation to prospective bidders to submit proposals for the provision of office space for lease.

#### **3.1 LEASING PERIOD**

The leasing period will be for five (5) years, commencing on the date that will be confirmed at later stage.

### **4. SCOPE OF PROJECT**

Provision of the office space to NAMC can lease for a period of five (5) years with an option to extend.

### **5. BUILDING SPECIFICATIONS**

Proposals must include all the aspects as outlined below:

#### **5.1 Office Location**

The office space should preferably be situated in the Hatfield, Arcadia, Lynnwood, Brooklyn, Centurion or Menlyn areas, but not limited to.

#### **5.2 Office Space Requirements**

- a) Be well secured, with up-to-date facilities and security technology; fire detection system, fire extinguishers etc. Have secure and sufficient windows and exterior doors to allow natural ventilation and lighting into the building.
- b) If the identified office space is on the ground or first floor, windows and exterior doors must be fitted with burglar bars at no cost to NAMC. The fitting of the burglar bars will not be applicable to the emergency exit points.

- c) The respective service provider or landlord must ensure that the premises adhere to the Occupational Health and Safety Act requirements, including any other outbreak that may happen in the future.
- d) Parking suitable to accommodate delivery vehicles.
- e) Broadband Infrastructure: The building must have existing network infrastructure to enable the installation of high-speed broadband or fibre – please provide the details of the existing network infrastructure.
- f) Kitchen (Table with chairs that can accommodate 10-15 employees at once).
- g) Boardroom that can accommodate (40-50) people.
- h) 3 meeting rooms that can accommodate 10 people combined.
- i) Server room-must be isolated with biometric access control and CCTV monitoring, two 45U cabinets, air conditioning, power backup, fire protection.
- j) The office space must have ethernet ports for each workstation.

5.2.1. The responsibilities of the landlord will include the cost for partitioning and renovation, layout and the identified 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 area.
- 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 points.
- l) Elevator and a ramp where applicable.
- m) Flooring (tiled/wooden flooring or related).

- n) Standby power: It must be able to supply the entire office with power during power failure or make provision for the installation of a generator/UPS or any other standby 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 for the existing premises.
- s) Certificates of compliance must be supplied upon final completion of the work and at the landlord's cost.
- t) Rental and installation of fittings as well as parking costs should be market related.

### **5.3. Ablution facilities**

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

- a) Minimum of 6 male and 6 female ablution facilities
- b) Minimum of 2 ablution facilities for people living with disabilities.

If NAMC is the only occupant of the building, NAMC may install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygienic requirements under separate contract. The service provider is required to supply such hygienic equipment (e.g., contemporary, functional toilet roll holders, soap dispensers, paper dispensers, etc.) if the ablution facilities are shared with other tenants.

### **5.4. People Living with Disabilities (PLWD)**

People with disabilities must be able to use the building and all its amenities. As an illustration, the building's accessibility via ramps, elevators, PLWD-friendly restrooms, etc. The applicable laws, rules, and local bylaws must be complied with by the ablution facilities for people with disabilities.

## **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 the water supply must comply with all relevant regulations and by-laws.

Furthermore, in the event that the NAMC experiences unanticipated water disruptions, the landlord is required to provide a backup water supply at their own expense.

## **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 must be provided to meet demand at peak times.

It must be considered that all NAMC staff will be equipped with a computer or laptop. Therefore, there must be a 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. And provide full details of the fire detection system, including features which such as 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 service provider's responsibility, for the lease period. Fire extinguishers will be serviced by the service provider or landlord at intervals stipulated on the fire extinguisher canister.

### **5.8. Stairs and Elevators**

Non-slippery stairs and accompanying handrails or 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 two floors, it must have at least one lift to be utilised as a passenger lift for eight (8) people and goods where applicable. 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 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 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) Stormwater drainage.
- j) Parking; and
- k) Washing the external windows and facades. In case of roof leakages, NAMC reserves the right to:
  - i. bill the service provider or landlord for damages arising out of roof leakages; source roofing experts to assess the state of the roof, repair identified leaks and bill the service provider or landlord for the costs incurred.
  - ii. A copy of the municipal utility bill for the preceding 3 months for the proposed property must be provided (e.g., Physical address, ERF number).

#### **5.10. Parking**

- a) There must be a minimum of twenty (20) parking spaces, including two designated spaces for individuals with disabilities, that are exclusively available for use by NAMC vehicles, employees, and guests of the organisation .
- b) For the term of the lease, NAMC will have daily, round-the-clock access to the designated parking bays. Parking needs to be safe and secure. For example, it should ideally be in a basement or covered or sheltered space within the building where office space is being offered—not in a building next door or nearby.
- c) Parking is only available for NAMC vehicles, employees, and guests.
- d) In the event of mixed-use buildings containing residences and offices, shall not be shared with residents.
- e) Must be under 24-hour CCTV camera surveillance; and
- f) It shall have no exposure to extreme winds, hail and/or any other unreasonable parking conditions.



### **5.11. Maintenance and Management of documents**

The service provider shall not disclose NAMC confidential information to any person, company, or media except to the designated persons, and will not use such information other than the purposes it is intended for, 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 contract. Thereafter all documents should be handed over to NAMC. Such information must be treated as confidential.

### **5.12. Lease Period**

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

### **5.13. Occupation Date**

The building should be completed and ready for occupation on the date that will be agreed upon between the lessor and lessee.

**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 in the timeframe that will be agreed upon between the lessor and lessee to allow renovations to happen (Rent - free period).

### **5.14. Proof of existence for the 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) or any other equivalent associations.

#### **5.15. Premises Accessibility**

The premises must be near to public transport amenities.

#### **5.16. PLWD Friendly**

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

#### **5.17. Accommodation**

The premises must be able to accommodate 50 staff members.

#### **5.18. Backup Power Supply**

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

#### **5.19. The office accommodation structure required:**

<b>Number</b>	<b>Specification Description</b>	<b>Quantity</b>
1.	Number of offices	15
2.	Open plan workstations	35
3.	Bulk Filing Room	x 1
4.	Boardrooms	x 1 (40 – 50 people)
5.	Meeting rooms	x 3 (10 people combined)
6.	Waiting area	x 1

7.	Storage room	x 1
8.	Printing station	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.	Ablution facilities for females and males, including the ones for PLWDs. Ablution facilities must comply with National Building Regulations and Occupational Health and Safety Requirements	6 x for male, including urinals, 6 x female ablution facilities as well as 2 PLWDs compliant ablution as per NBR Total:14 ablution facilities
15.	Parking bays for staff and visitors	x 20
16.	<p>The premises must be fitted with the following equipment and must be maintained through corrective and preventative maintenance by the landlord. Bidders must submit maintenance records, post the evaluation process and before awarding the contract.</p> <p><b>16.1. Health and Safety equipment</b></p> <ul style="list-style-type: none"> <li>• Fire sprinkler system</li> <li>• Smoke detector system</li> </ul>	

**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/s

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

Please note that failure to submit such a 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 or 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 as 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:

<b>Pre-Qualification Requirements</b>	<b>Check list</b> √ <b>Tick each box</b>
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	
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a report <b>not older than a month of the date</b> of submission must be submitted	
Proof of grading of the building not older than 12 months issued by organization accredited by SAPOA or any other equivalent association	
Certificate of compliance (COC) for electrical and plumbing work etc.	
Certificate of occupancy	
Certified copy of the title deed or any confirmation of ownership of the building or Ghost Conveyance report (latest).	
CAD drawings	
Building insurance/letter of intent	

<b>Pre-Qualification Requirements</b>	<b>Check list</b> √ <b>Tick each box</b>
Zoning certificate	
Proposal must include a full description of the proposed property as mentioned on point 6.2 under additional requirements	
Proof of Attendance compulsory briefing session	
Provide a company profile, clearly demonstrating relevant experience in providing leased corporate office services	
Property size (Office Space must be approximately between 1500 m <sup>2</sup> – 2000 m <sup>2</sup> ) which should accommodate 50 employees	

***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).

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

## **7.2 Stage 2 Technical/Functionality Evaluation**

<b>No</b>	<b>Requirement</b>	<b>Criteria</b>	<b>Weight</b>
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7.2.1	Minimum 5 Years of experience in the provision/ leasing of corporate office accommodation.	<ul style="list-style-type: none"> <li>• above 10 years = 30</li> <li>• 8-10 years = 20</li> <li>• 5 – 7 years = 15</li> <li>• 0 – 4 years = 0</li> </ul>	30
7.2.2	Building Availability	<ul style="list-style-type: none"> <li>• 3 months = 15</li> <li>• 5 months = 10</li> <li>• Less than 3 months = 0</li> </ul>	15
7.2.3	Beneficial occupation	<ul style="list-style-type: none"> <li>• 5 months = 15</li> <li>• 3 months = 10</li> <li>• Less than 3 months = 0</li> </ul>	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"> <li>• Secured and undercover parking, PLWDs friendly and pictures attached. = 15</li> <li>• Secured parking, PLWDs friendly and pictures attached. = 10</li> <li>• Open parking, PLWDs friendly and pictures attached = 5</li> </ul>	15
7.2.5	Security	<ul style="list-style-type: none"> <li>• 24-hour CCTV camera surveillance = 10</li> <li>• No 24-hour CCTV camera surveillance = 0</li> </ul>	10

7.2.6	Space layouts	<ul style="list-style-type: none"> <li>• Submission of proposed office layout = 15</li> <li>• Non submission of the office layout = 0</li> </ul>	15
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**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 bays 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 and parking	10

**Note: The minimum qualifying score for functionality is 80 points out of 100 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.**



A point scoring system would be utilized as follows:

<b>Score</b>	<b>Description</b>
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 Goals**

- 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:

<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
<b>Percentage (%) Black Ownership</b>	<b>Points (10)</b>

<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
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
1-10	1
0	0
<b>Percentage (%)</b>	
<b>Ownership By Women</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>Percentage (%)</b>	
<b>Ownership By Youth</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1

SPECIFIC GOAL	TOTAL POINTS
0	0
<b>Percentage (%)</b> <b>Ownership By People with Disability</b>	<b>Points (2)</b>
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 (Inc. 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 <sup>2</sup>					
Total square metres (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Operating costs per month:					
Parking rent per month:					

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)
Partitioning and renovations					
Office layout					
Fibre connection fees					
Maintenance					
Please specify any other additional costs					
Total Cost Incl. VAT					
Grand Total Cost					

**9. VALIDITY OF PROPOSAL**

- The Service Provider must confirm 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 bid’s validity period. The request and responses thereto shall be made in writing.

**10. SUBMISSION REQUIREMENTS FOR PROPOSAL**

- All compulsory documents as stated under section 7 above.
- The bid proposal as per section 5 above.

- In case of joint ventures, bidders must provide a clear agreement regarding joint venture or 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.
- There will be no consideration or acceptance of late offers. Ensuring that the bid is forwarded to the correct physical address and received by the NAMC before the closing date and time in the NAMC's designated tender box or physical address is the bidder's obligation. With the exception of public holidays, office hours are from 8:00 to 16:00 Monday through Friday.

**Proposals must be hand delivered or dispatched to NAMC at the following address:**

National Agricultural Marketing Council  
 Old Mutual Building, Block A, 4<sup>th</sup> Floor  
 536 Francis Baard Street  
 Meintjiesplein, Arcadia, Pretoria, 0001


**Closing date for submission of proposals is to be confirmed**

## 11. ENQUIRIES

- All enquiries must be directed to: [scm@namc.co.za](mailto:scm@namc.co.za)

## 12. APPROVAL

Approval			
	Name and Title	Signature	Date

<b>Approved by:</b>	Mashao David Mohale: Chairperson of the Bid Specification Committee		29 August 2024
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**13. DECLARATION BY THE BIDDER**

I, ..... the undersigned certify that the information provided is true and correct and understood the document's contents in full.

SIGNATURE :

DATE: