



**REQUEST FOR QUOTATIONS (RFQ)/ PROPOSALS (RFP)
PROCUREMENT OF GOODS AND SERVICES**

DESCRIPTION OF WORK

**REQUEST FOR PROPOSAL FOR THE LEASE OF
ACCOMMODATION FOR THE NKOMAZI SEZ
OFFICES IN KOMATIPOORT FOR A PERIOD OF
12 MONTHS**

QUOTATION DETAILS

QUOTATION NUMBER: RFQ 03/25

Closing Date: 17 MARCH 2025

Time : 12:00 pm

Compulsory Briefing session:

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If Yes, Date and time of compulsory briefing session:

Date: _____ Time: 10:00 am

DETAILS OF RESPONDENT

Name of the bidder: _____

Please indicated whether it is the original or copy, tick the applicable block
ORIGINAL

☐☐

REQUEST FOR QUOTATIONS (RFQ)

1. GENERAL CONDITIONS OF THE RFQ:

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R500 000 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not to exceed R500 000.00 (all applicable taxes included).
- 1.1 Submit proof of Central Suppliers Database registration **(To be used to verify company information, including SARS tax status)**
- 1.2 **Submit a B-BBEE affidavit or original and valid B-BBEE Status Level Verification Certificates or certified copies**
- 1.3 Fully comply with the scope of work / service or **(Attached Scope of work / service).**
- 1.4 Complete the pricing schedules and price fluctuation **(OR Attached Bill of Quantity)**
- 1.5 Complete Preference Point claim form in terms of the Preferential Procurement Regulations 2022
- 1.6 Complete declaration with regards to company/ Firm
- 1.7 Complete declaration certificate for local production and content
- 1.8 Complete declaration of bidders past supply chain management practices
- 1.9 Complete the Certificate of independent bid determination
- 1.10 Complete the declaration of Interest
- 1.11 This bid will **NOT** be evaluated on functionality

2. SCOPE OF WORK / SERVICE OR ITEM(S) REQUIRED (or separate document outlining the detailed specifications to be attached here)

No.	Scope of Work/ Services / Deliverables	Number of Items
1.	Specification Attached	

INITIALS AND SURNAME OF SCM OFFICIAL:

SIGNATURE:



REQUEST FOR PROPOSAL FOR THE LEASE OF SUITABLE OFFICE ACCOMMODATION FOR THE NKOMAZI SEZ ENTITY OFFICES IN KOMATIPOORT FOR A PERIOD OF 12 MONTHS WITH AN OPTION TO PURCHASE

1. Background:

The Department of Economic Development & Tourism (DEDT), in collaboration with the Department of Trade, Industry and Competition (the 'Dtic'), are in the process of implementing the Nkomazi Special Economic Zone (NSEZ) at Komatipoort in Mpumalanga. The NSEZ happens to be one of the strategic projects driven by the Mpumalanga Government not only to expand the industrial base of the provincial economy but also to, *among other things*,

- Stimulate robust inclusive economic growth and create more job opportunities for the people of Mpumalanga and beyond;
- Increase the capabilities and capacity to promote export and services into targeted high growth markets such as the African Continental Free Trade Area, BRICS, etc.; and
- Attract foreign direct investment and domestic inflows into Mpumalanga Province.

Currently, DEDT has assigned the Mpumalanga Economic Growth Agency to, inter alia, seek and secure suitable office space within Komatipoort, Nkomazi Local Municipality, Mpumalanga.

In order to deliver on the mandate of the Nkomazi SEZ and to optimize services to potential investors and other critical stakeholders, it is necessary that the Nkomazi SEZ acquire office accommodation within Komatipoort. The Nkomazi SEZ has prepared the mandatory office space requirements and accommodation norms for the proposed office.

2. Purpose:

The purpose of this Project is for the procurement of suitable office space by virtue of the submission of proposals for the provision of an office accommodation solution lease, that

includes offices space, parking facilities, space planning and where necessary, refurbishments to meet the Nkomazi SEZ's brief for suitable offices

3. Objectives:

The primary objective of issuing this RFP is for the Nkomazi SEZ to conclude a Lease Agreement with a suitably qualified Successful Bidder. Further to this the project must also provide an office solution that is cost effective and provide for a compliant working environment within Komatipoort.

4. Requirements:

The building must comprise of approximately 250 m² the Gross Leasable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices depending on office/residential configuration.

The parking for the proposed offices should conform to the minimum requirements of number of parking bays as per the municipal bylaws and the office accommodation should cater for a combination of 10 offices (can be shared spaces), a reception area, a boardroom for up to 12 people and the required ablution, corridors and kitchen normal to any office environment.

No warehouse or industrial type buildings will be accepted but residential buildings with the required space and high end finishes may be considered. The building has to be a separate office area with its own entrance and exit and should be secured by virtue of a lockable entrance gate and perimeter fencing/walls.

The successful bidder will be responsible for the total cost of any alterations and compliance certification necessary to adapt the offered accommodation to the specific needs of the Nkomazi SEZ. The bidder should make adequate provision for tenant installation in the offer- these alteration would not include any structural changes in lieu of this offer.

The requirement of the building must meet following minimum requirements:

- Generally not older than twenty (20) years or if older already had major renovations done
- High quality modern finishes;
- Air conditioning available;
- Adequate on-site or adjacent parking;
- Good quality lobby finish;
- Quality access to / from an attractive street environment;
- Good safety and security;

Site accessibility

- Either stand-alone offices or office building or separate floor in multi-tenanted building with own entrance and exit to the floor or offices;

- Prominent and easy to find;
- Preferably street level
- Easily accessible to public and employees;
- Adequate, safe parking for both visitors and employees.

5. Location

The location of the Nkomazi SEZ offices is proposed as follows: Komatipoort Town. The Office accommodation should be in a safe, secure area and close to public transport.

6. Proposed Lease Period:

The lease is for a period of twelve (12) months with an option to purchase. The Nkomazi SEZ lease building must be available for occupation by the Nkomazi SEZ, 1(one) month after signature of the lease agreement.

7. Responses and enquiries to be submitted as follows.

scm@mega.gov.za

8. Closing date

The request for quotations will close on the 17 March 2025 at 12:00. Late bids proposals will be disqualified.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Personal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

80/20 or 90/10

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
>51 % Black Ownership	N/A	10	N/A	
>30% Black Female ownership	N/A	5	N/A	
>30% Black Youth ownership	N/A	5	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]