

**ADVERTISEMENT OF THE
LEASE OF CORPORATE
OFFICE SPACE FOR NYDA
HEAD OFFICE OVER A
PERIOD OF SEVEN (7) YEARS
NYDA CORPORATE HEAD
OFFICE – RFP2023/40/NYDA**



NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

AGENDA

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TERMS OF REFERENCE

TERMS OF REFERENCE ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA HEAD OFFICE OVER A PERIOD OF SEVEN (7) YEARS.

▪ 1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION

The purpose of this document is to request proposals for the lease of corporate office space for the National Youth Development Agency (NYDA) over a period of Seven (7) years. The proposed corporate office space must be situated in Gauteng within a 5km radius from our current Head Office (54 Maxwell Drive, Woodmead North Office Park, Woodmead) location.

The location of the corporate office space must be within a walking distance to public transport services, retail shops, clearly visible from major local traffic routes and feature an unimpeded entrance to the public area from street level. Ideally within proximity to public parking facilities. Positive consideration will be given to public parking availability close to the proposed premises.

TERMS OF REFERENCE CONTINUE.....

1.1 Positive consideration will be given to public parking availability close to the proposed premises. It is a further pre-requisite that the proposed new office be in proximity to retail banking facilities, shopping complex and other commercial nodes. Cognizance will be given to the security features of the proposed building/premises such as access control, alarm system, CCTV, perimeter fencing, armed response, etc. The overall security aspects of the proposed building/premises will be assessed with the physical evaluation of the premises, which is an integral part of the bid process.

1.2 National Youth Development Agency (NYDA) requires a corporate office space comprising of a minimum of **4000m²** and maximum of **4500m²**. The offices should be available for beneficial occupation as per tender documents TOR, for pre-start allowing the NYDA internal Procurement processes to be concluded following the project fit-out period of approximately Seven months prior occupation. The envisaged lease commencement date is as per tender documents TOR.

TERMS OF REFERENCE CONTINUES.....

The Characteristics of the building/premises shall cater for tenant installation as follows but not limited to:

- Reception Area
- CEO's office with ensuite bathroom
- Board Offices – Office Section with multiple offices and an Open Plan office.
- Executives Offices
- Senior Managers Offices
- Managers offices
- Open Plan Office Space
- Hot Desk Area
- Server Room(s)
- Executive Boardrooms
- Meeting Rooms and Training Room Set-up
- Office alterations and Renovations
- Training room or Auditorium to cater for ± 150 candidates (subdividable)
- Storage facilities

TERMS OF REFERENCE CONTINUES.....

The Characteristics of the building/premises shall cater for tenant installation as follows but not limited to:

A typical open plan office space accommodation, which need to be easily assimilated on the premises and cater for any office alteration. The building should be user friendly and accessible for people with disabilities.

- Strong room and Archive room,
- Sick bay – a room set aside for treatment or accommodation of the sick,
- Canteen and prep room (to cater for both Halaal and normal gourmet).
- Eating/ Pause area,
- Elevator available if the building has multiple floors,
- Emergency evacuation escape routes,
- Space available for a Gym,
- Training Room and or Auditorium.
- Roof access for maintenance,
- Basement/ underground parking and external shaded or covered parking.
- Changing rooms with showers, locker cabinets area for staff, security personnel and housekeeping team.
- ICT dedicated storage,
- CCTV room
- Available ablution facilities that can cater for both (ladies and Gents) in each floor or level, also paraplegic bathrooms for the physical impaired,

TERMS OF REFERENCE CONTINUES.....

The successful bidder shall be responsible for the maintenance of the building/premises. This shall include at least but not limited to the following :

- Power backup Generator;
- Windows;
- Roofs;
- HVAC - Servicing of Air Conditions , Fresh Air, cleaning of diffusers, filters, servicing and maintenance of HVAC units as per maintenance schedule.
- Electrical supply: Up to Distribution board; Lighting protection,
- Fire Protection and Detection System;
- Servicing of Fire Protection Equipment (Fire Alarm Panel, Fire Extinguishers and Hose Reels);
- Plumbing: Up to first fix;
- Lift service plan (if applicable)
- Common area: Maintaining and up-keep, electrical reticulation;
- Storm water drainages,
- JoJo Tanks;
- Parking, Grounds and gardens (if applicable)
- Washing the external windows & facades; and
- Landlord's will need to grant permission for the NYDA fit-out on the building for signage and IT microwave Installation.
- The landlord will be requested to conduct test like water test, Air Quality and Lux Level.

NYDA will be responsible for, subject to the above listed items, for the interior wear and tear including the cleaning of premises

AGENDA

#	Conditions	Confirmations		
		Yes	No	Comments
1	The building offers sufficient space of a minimum of 4000m ² and a maximum of 4500m ² . common floor areas to be included in the disclosed floor spacing for rental. The building must be 1 standard standalone building.			
2	The location of the proposed corporate space must be in Gauteng within 5km radius from the current Head Office building (54 Maxwell Drive, Woodmead office Park, Sunninghill) with easy access to public transport and retail shop services (The radius will be calculated using the shortest route on Goggle Maps).			
3	A minimum of 200 parking bays in the access-controlled area as part of the premises (inclusive of 4 disability bays for people with disability challenges).			
4	Air-conditioned that can be operated at the office temperature settings between 21° and 26° Celsius and controlled independently of other offices and tenant's (if shared building). Split aircon units in the offices and open plan preferred.			
5	Manage the impact of sharing (if shared) building with other tenants by demarcating NYDA allocated space separately.			
6	The building must be in a 24/7 access-controlled premises.			

AGENDA

#	Conditions	Confirmation		
		Yes	No	Comments
7	The building must have access control, including security, armed response services, an alarm system and CCTV as part of the security measures at occupation, which can be incorporated with the tenant's additional CCTV for High-Risk areas (Server room & Strong room).			
8	Back-up Power – Generator and or Invertor.			
9	Water Back-up System – JoJo Tanks (20 000LT) on occupation.			
10	Building must have Fiber optic for ICT connectivity and cater for additional ICT requirement (installation of microwave).			
11	Disability access (offices and parking for staff and visitors). Facilities for disabled people. This includes ablution facilities.			
12	Issue and submission of legal certifications (COC's) – Occupational Certificate as per municipality regulation before occupation by NYDA, Electrical COC, Glazing COC, Plumbing COC, HVAC COC at occupation.			
13	The property owner should give NYDA brand image and signage rights. Such clause will be included in the Service Level Agreement.			

2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES

- All participating bidders must indicate their company name and company representative in Teams chat with contact details (email & number)
- Bidders are reminded: Telephonic request for clarification will not be accepted. Any clarification required by a bidder regarding the meaning and interpretation of the Terms of Reference or any aspect concerning the bid must be requested in writing via email from SCM (tenders@nyda.gov.za).
- Written questions of clarification must be sent on or before **22 March 2024 by 16H00**
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
 - Date: **25 March 2024 by 16H00**
 - The bid number (RFP2023/40/NYDA) should always be quoted in all correspondence.

2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES

- A submission of **one original hardcopy version** must be the original submission, clearly marked "**Original**" and a softcopy/electronic version in PDF-Format digital copied versions of the original (Flash-drive/USB/Memory Stick)
- The original and a copy must contain the same information and must be clearly marked and professionally presented.
- Bids should be submitted in a sealed envelope, marked with:
- Bid number: RFP2023/40/NYDA
- Bid Description: Advertisement of the lease of corporate office space for NYDA Head Office over a period of seven (7) years.
- The name and address of the bidder
- Bids must be submitted on or before **11am on 02 APRIL 2024**.
- **Bids which are submitted after the closing date and time will not be accepted.**
- Bidder's representative are encouraged to share the information with the person who will be compiling the bid document to ensure that the requirements of the tender are understood.

3. FOUR (4) STAGE EVALUATION PROCESS:

Mandatory criteria (stage one)

During the administrative/ eligibility assessment, failure to provide any mandatory information as requested on page 22 will result in the proposal being deemed non-responsive.

Functionality Criteria (Stage two)

- Company experience (Max 40 points)
 - Positive testimonial letters from current or previous tenants, dated within the past 10 year swich letters must be addressed to the bidder.
 - (4 letters to obtain full points)
- Methodology and approach (Max 60 Points)
- The general maintenance or mitigation plan of the proposed corporate office space as per 2.8(Max 30 points)
- CVs of the full professional team: Architecture, Project Manager, Electrician and Plumber (Including trade-test certification) supported by the company profile of the contractor as per 2.5 above (Max 30 points)

NB: Bidders who fail to obtain a minimum threshold on functionality of 65 points will be disqualified from Further Evaluation

3. FOUR (4) STAGE EVALUATION PROCESS CONTINUES:

Stage three

NYDA will be doing site visits to verify if the building is in line with NYDA Requirements:

Verifying information as per corporate office space requirements item 2.6

Reviewing the draft lease agreements in relation to NYDA requirements.

Reviewing floor plan in line with NYDA requirements.

Stage Four - Price and Specific Goals

Bidders will be evaluated based on either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received. 80/20 preferential points system, where 80 points will be used for price including all applicable taxes and 20 points are allocable to Specific Goals. (SBD 6.1)

Bidder must price according to the price schedule provided.

Breakdown on costs should be provided, where necessary;

The bidder (Landlord) must provide an allowance towards the Tenant's installation which is equivalent of Seven (7) Months rental fee at no cost to NYDA.

All prices quoted will remain firm for the first twelve (12) months, after anniversary date, the estimated price increase and percentage for remaining years will be fixed at 7% for bidding purposes, however, the actual increase will be determined by Consumer Price Index (CPI) or negotiated with the successful bidder.

NYDA will pay for proposed office space up to between 4000sqm and 45000sqm. Excess office space will be deemed to be provided for free and must not be included in the price schedule.

Prices tendered must be valid for 120 days and must be for 7 years including provision for price increase;

Bidders are to bring the total amount from the pricing schedules above to the final summary and add the provision for tenant installation costs to total bid price;

Pricing should include VAT and must be in South African Rand.

NB: Bidder must comply with the price instruction as indicated on page 24

Thank You,
QUESTIONS/ CLARITY/
COMMENTS



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