

**ADVERTISEMENT OF
VARIOUS LEASE OF
CORPORATE OFFICE
SPACE**



nyda

NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

1. TERMS OF REFERENCE

The purpose of this document is to request for tender for the lease of corporate office space for the National Youth Development Agency (NYDA) branches over a period of seven years. The branches will be situated in the following areas:

1. Tshwane - Tshwane CBD
2. Bloemfontein – Bloemfontein CBD
3. Sedibeng – Vaal CBD
4. Westrand – Randfontein CBD
5. Lejweleputswa – Welkom CBD
6. Dr RS Mompoti – Vryburg CBD
7. George - George
8. Chris Hani – Queenstown CBD
9. Dr K Kaunda – Klerksdorp CBD

1. TERMS OF REFERENCE CONTINUES

The NYDA requires corporate office space as follows:

- Bloemfontein and Tshwane Offices – a minimum of 650m² and a maximum of 750m²
- Sedibeng and Westrand Offices – a minimum of 600m² and a maximum of 650m²
- Lejweleputswa, Dr RS Mompoti, George, Chris Hani and Dr K Kaunda – a minimum of 300m² and a maximum of 400m²

The offices should be available for beneficial occupation and Tenant Installation on **1 August 2024**

The envisaged lease commencement date is **1 November 2024**

1. TERMS OF REFERENCE CONTINUES

The characteristics of the building/premises should cater for Tenant Installation as follows:

- a) Counter Service/Reception
- b) Two consultation rooms,
- c) Training room for 40 people seated,
- d) Two meeting rooms,
- e) Kitchen to accommodate 10 people seated,
- f) Boardroom to accommodate 18 people seated,
- g) Two lockable storage rooms,
- h) Three separate bathrooms (ladies and Gents) and one bathroom for physically disabled,
- i) Server room, A typical open plan office space accommodation, which need to be easily assimilated on the premises and public toilets. The building should be user friendly and accessible for people with disabilities.
- j) Sickbay – a room set aside for treatment or accommodation of the sick.
- k) Four offices
- l) Open plan to accommodate 17/12 staff members
- m) And housekeeper pause area to accommodate 2 personnel

1. 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, UPS if available
- Water tank/s (Jojo – water supply) minimum capacity of 5000L
- Windows;
- Roofs;
- HVAC & Fresh air including cleaning the diffusers inside;
- Servicing of Air Conditions
- Lightning protection;
- Electrical supply: Up to Distribution board and dedicated plugs;
- Fire Protection and Detection System;
- Servicing of Fire Protection Equipment's (Fire extinguishers, Hose reels and or Hydrants)
- Plumbing: Up to first fix;
- Disposal of Sanitary Waste, Hygiene Services and Deep cleaning of bathrooms.
- Lift service plan (if applicable)
- Common area: Maintaining and up-keep, electrical reticulation;

1. TERMS OF REFERENCE CONTINUES

- Stormwater and drainage system.
- Parking, Grounds and gardens (if applicable)
- Water testing (legionella), Lux Level and Air Quality Tests.
- Demolition cost at the end of the lease agreement (Back to white shell with no cost to NYDA)
- Washing the external windows & facades (Quarterly); and
- Landlord's will need to grant permission for the NYDA fit- out on the building for signage and IT microwave Installation.
- NYDA will be responsible for, subject to the above listed items, for the interior wear and tear including the cleaning of the premises.

1. TERMS OF REFERENCE CONTINUES

#	Conditions	Confirmations/Indicate	
		Yes	No
1	The building offers sufficient space of a minimum of 600m ² and maximum of 650m ² . Common floor areas to be included in the disclosed floor spacing for renting. The proposed corporate office space must be situated in the Vaal CBD.		
2	Location close to public transport less than 5km.		
3	A minimum of 15 covered parking bays in the access-controlled area as part of the premises (inclusive of 2 paraplegics) will be required for staff vehicles at the premises and must be available for exclusive use by NYDA. Where covered parking <u>are</u> not readily available, they must be done before occupation at no cost to NYDA		
4	Air-conditions that can be operated at the office Temperature settings between 21° Celsius and 26° Celsius and controlled independently of other offices (tenants) before occupation at no cost to NYDA. Split aircon, Cassette, and or Midwall (especially in the server room) units in offices are preferred. The air-condition must not be remotely controlled by the building management team but by the tenant within their office and individual office space.		
5	Manage the impact of sharing a building with other tenants by demarcating NYDA-allocated space separately and must not hinder NYDA operations.		
6	Have a designated smoking area, an Emergency Assembly point, approved emergency escape doors and a waste disposal area		
7	The building at the minimum must be in good condition. These include the structural integrity, Exterior Walls and Plumbing, HVAC System, Electrical System: Environmental Hazards that may affect the health and safety of occupants, Interior, Safety Features such as smoke detectors, and fire extinguishers before occupation at no cost to NYDA. NB: Fire Protection and Risk Requirements must be completed before occupation. The bidder must take note that no occupation will be allowed prior to confirmation of adherence to Fire Protection and Risk Management		
8	The building must be in a 24/7 Access control and security to office premises and parking		

1. TERMS OF REFERENCE CONTINUES

#	Conditions	Confirmations/Indicate	
		Yes	No
9	Building must have burglar proof where appropriate before occupation at no cost to NYDA		
10	Building must have CCTV on common areas before occupation at no cost to NYDA and on the floor area can be incorporated with the tenant's additional CCTV for high risk areas (Server room(s), strongroom or record keeping storage facility, etc.		
11	The bidder must submit a draft floor plan layout with sitting arrangements clearly marked and in line with 2.3 characteristics. A sample of the floor plan is available in clause 5. NB: No white shell will be accepted.		
12	Building must have fibre optic for ICT connectivity Or permission to put microwave on the roof before occupation.		
13	Disability access (Offices and parking for staff and visitors). Facilities for disabled people.		
14	Issue out Occupational Certificate as per municipal regulation before occupation by NYDA i.e., Electrical COC, Glazing COC, Plumbing COC and HVAC COC		
15	The building is equipped with a Power Generator or UPS before occupation at no cost to NYDA		
16	The building is equipped with a water supply (Jo-jo tanks) before occupation at no cost to NYDA , which should be able to supply the NYDA with a minimum of 5000L of water at any given time should the need arise		
17	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 PROCEDURE

- A submission of **one original hardcopy version** must be the original submission 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 and Bid Description as following:
 - RFP2024/5/NYDA – Bloemfontein Branch
 - RFP204/11/NYDA – Chris Hani Branch
 - RFP2024/13/NYDA – Dr RS Mompoti Branch
 - RFP2024/7/NYDA – George Branch
 - RFP2024/12/NYDA – Dr K Kaunda Branch
 - RFP2024/9/NYDA – Lejweleputswa Branch
 - RFP2024/10/NYDA – Sedibeng Branch
 - RFP2024/4/NYDA – Tshwane Branch
 - RFP2024/8/NYDA – Westrand Branch
 - The name and address of the bidder
- Bids must be submitted on or before **11am on Friday, 28 June 2024**.
- **Bids which are submitted after the closing date and time will not be accepted.**
- Bidder's representatives are encouraged to share the information with the person who will be compiling the bid document to ensure that the tender's requirements are understood.

3. THREE (3) STAGE EVALUATION PROCESS

Mandatory criteria (Stage one)

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

Site Inspection (Stage two)

NYDA will conduct a physical evaluation and assessment of the premises as outlined in the scope.

Site inspection will include but not be limited to the following:

- Verifying information as per corporate office space requirements item 2.6

Failure to comply with NYDA requirements in your proposal will be deemed nonresponsive.

Price and Specific Goals Assessments (Stage three)

- Bidders will be evaluated based on the 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 of costs should be provided, where necessary;
- **The bidder (Landlord) must provide an allowance towards the Tenant's installation which is equivalent to seven monthly rental fees at no cost to NYDA.**
- The price schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted;
- All prices quoted will remain firm for the first twelve (12) months, after the anniversary date, the estimated price increase and percentage for the 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.

Price and Specific Goals Assessments (Stage three) continuation....

- NYDA will pay for proposed office space as per the ToR. 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.
- Pricing should include VAT and must be in South African Rand.

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

4. QUESTIONS / CLARITY / COMMENTS

Thank you.