

Attention	:	Prospective Bidders
From	:	Supply Chain Management
Date	:	30 May 2023
Bid Number	:	P.E/GQEBERHA - RFP2023/13/NYDA GEORGE - RFP2023/12/NYDA JOHANNESBURG - RFP2023/10/NYDA KIMBERLEY - RFP2023/9/NYDA WESTRAND - RFP2023/8/NYDA
Bid Title	:	ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA BRANCHS OVER A PERIOD OF SEVEN (7) YEARS.

YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

- o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

NB!! NYDA George office sates 530sqm and should be 430sqm

Bidders are reminded that the required office space for the tender, advertisement of the lease of corporate office space for NYDA George branch over a period of seven (7) years. – RFP2023/12/NYDA has a sqm range of 430sqm to 500sqm and 530sqm to 600sqm as stipulated in the advertised tender document

1. QUESTIONS AND ANSWERS DURING/AFTER THE COMPULSORY BRIEFING SESSION HELD ON THE 3rd of MAY 2023 AT 11H00

1.1	Question	:	Is each region treated as a separate tender or are the bids treated as one bid
	Answer	:	Each tender is treated separately and bidders are expected to submit a separate proposal for each bid
1.2	Question	:	How is branding done? Only on the occupied space or the building as a whole?
	Answer	:	The branding is for the occupied space and The property owner should give NYDA brand image and signage rights .
1.3	Question	:	In terms of CCTV, what size of DVR would be acceptable?
	Answer	:	The size of the DVR will depend on the size and layout of the proposed office space and should be able to link with the NYDA CCTV installation of the proposed space.

1.4	Question	: Should CCTV be Analog or I.P system?
	Answer	: Preferably I.P with 4mp cameras
1.5	Question	: What should be included in the Plumbing COC?
	Answer	: The plumbing COC should include all plumbing work done by the professional maintenance team at the time of occupation. This includes all plumbing work done during the fit-out of the office.
1.6	Question	: Backup power, for the tender does the NYDA only accept generators and/or UPS systems? Or is an inverter with lithium-ion battery system acceptable?
	Answer	: Yes. It is acceptable, the main purpose of the power back is to ensure that operations are not halted in the event that there is a power outage or loadshedding in the area.
1.7	Question	: Should the water backup have a filtration system, water testing and which stage system would be acceptable?
	Answer	: Yes. With water testing (Turbidity; PH levels; Residual; Total coliforms) preferably a three (3) phase system. Compliant for human consumption.
1.8	Question	: When should the sanitary waste disposal be done?
	Answer	: Minimum bi-weekly
1.9	Question	: Does the maintenance and cleaning which applies to a shared space in terms of common areas also apply to a stand-alone building?
	Answer	: The maintenance in terms of the landlords' responsibilities applies. With regards to a standalone building cleaning of the office will be provided by the NYDA.
1.10	Question	: How does the bidder apply for the tender in the event that the bidder is bidding in the capacity of a Trust?
	Answer	: The bidder is to provide all relevant documentation, registrations and agreements of the trust and its owners/directors
1.11	Question	: Is it a requirement to have on-site security guards?
	Answer	: No. Where on-site security will be required will be in an instance where the office space is shared and for the purpose of managing access control. NYDA provides security guards within the occupied office space.
1.12	Question	: Should the locations of the building be in the CBD of the location of the tender?
	Answer	: Yes. In the tender document page 11; "1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION" stipulates "The branch will be situated in (tender location) City Center. The main objective of this location is to be accessible to the public in close proximity of public transport. Minimum 5km radius of the CBD"
1.13	Question	: If we offer you the five months T.I rental fee, and you exceed this amount due to the fact that you require additional Tenant Installation, will NYDA pay for the overrun?

	Answer	Tenant installation cost in terms of the five (5) free rental fees should be incorporated into the bidders rental cost. NYDA will cover all overruns which falls outside the five (5) month rental fee tenant installation. These overruns will be agreed upon upfront before implementation/commencement and paid once-off at the bill of quantities.
1.14	Question	: Is the maintenance being for the bidder to prepare the offices for occupation or will the maintenance go for the duration of 7 years?
	Answer	: The maintenance in terms of the landlords' responsibilities will be for the full duration of the lease which are the items covered under 2.8 of the T.O.R but will not be limited. The final maintenance responsibilities will be agreed with the appointed bidder.

2. ANNEXURES

3.1	Presentation	Annexure A
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