

RFP2023/7/NYDA

**Advertisement of the  
lease of corporate office  
space for  
NYDA head office over a  
period of seven (7) years.**

30 June 2023



NATIONAL YOUTH DEVELOPMENT AGENCY  
**OUR YOUTH. OUR FUTURE.**

## ITEM FOR DISCUSSION

TERMS OF REFERENCE

1

OBJECTIVES, CONDITIONS  
AND REQUIREMENTS OF THE  
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# 1. 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.**

- **PURPOSE AND OBJECTIVES OF THIS SUBMISSION**

The purpose of this document is to request for tender for the lease of corporate office space for the National Youth Development Agency (NYDA) Head Office over a period of seven years. The Head office building proposed should be situated within a 5km radius closer to the current office.

The location of the corporate office space must be within walking distance (of or less than 5km) of public transport services, clearly visible from major local traffic routes and feature an unimpeded, entrance to the public area from street level, ideally within close proximity to public parking facilities.

# 1. Terms of reference Continues....

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, 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 **4000m<sup>2</sup>** and maximum of **4500m<sup>2</sup>**. 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 five-month prior occupation. The envisaged lease commencement date is as per tender documents TOR.

# 1. 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 to cater for 100 candidates (subdividable)
- Storage facilities

# 1. Terms of reference Continues....

Office specifications and measurements requirements includes but not limited to:

- Small boardrooms (to cater for 12 delegates) = 30m<sup>2</sup> x 2 each cluster
- Big meeting rooms (to cater for 15 delegates) = 40m<sup>2</sup> x 1 each cluster
- Small meeting room (to cater for 12 delegates) = 30m<sup>2</sup> x 2 each cluster
- Training room (to cater for 100 delegates) = 150m<sup>2</sup> x1
- Auditorium = 220m<sup>2</sup> (able to subdivide) x 1
- Multiple Server Rooms = 20m<sup>2</sup> x 3
- Sick Room (Consulting room, Rest room and ensuite bathroom) = 45m<sup>2</sup>
- kitchenette's = 8m<sup>2</sup> x 1 each cluster
- Gym x1
- Storage facilities = 10m<sup>2</sup> x 17 storages
- Open plan office area to cater for 40 staff members for each cluster or unit.
- Open plan office area to be made suitable for any office alterations when the need arises.
- Underground parking bays for 120 parking spaces, outside covered parking for 100 spaces and open parking for 60 parking bays

# 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;
- Windows;
- Roofs;
- HVAC - Servicing of Air Conditions , Fresh Air, cleaning of diffusers, filters, servicing and maintenance of HVAC units as per maintenance schedule.
- Lightning protection;
- Electrical supply: Up to Distribution board;
- 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.

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		
		Yes	No	Comments
1	The building offers sufficient space of a minimum of 4000m <sup>2</sup> and maximum of 4500m <sup>2</sup> . Common floor areas to be included in the disclosed floor spacing for renting			
2	Location close to public transport less than 5km.			
3	A minimum of 120 underground parking , 100 shaded cover parking bays and 60 open parking bays in the access-controlled area as part of the premises (inclusive of 4 paraplegic) will be required for staff vehicles at the premises and must be available for exclusive use by NYDA.			
4	Air-conditioned that can be operated at the office Temperature settings between 21° Celsius and 26° Celsius and controlled independently of other offices (tenants). Split aircon, Cassette, and or Midwall (especially in the server room) units in offices preferred. Not remotely controlled by the building management team but by the tenant themselves within their office space.			
5	Manage the impact of sharing building with other tenants by demarcating NYDA allocated space separately.			
6	Suitability of current layout to NYDA needs. Extent of work to be done to make the current building layout fit NYDA needs.			



# 1. Terms of reference Continues....

7	The building must be in a 24/7 Access control to premises. Office to cater for Access Control System.			
8	Building must have burglar proof and or security gates where appropriate.			
9	Building must have CCTV at occupation- which can be incorporated with the tenant's additional CCTV for high-risk areas (Server room(s), strongroom or record keeping storage facility, etc.			
10	Building must have access control including building security as part of security measures.			
11	Building must have fiber optic for ICT connectivity and one unwired telephone point			
12	Disability access (Offices and parking for staff and visitors). Facilities for disabled people.			
13	Issue out Occupational Certificate as per municipal regulation before occupation by NYDA i.e., Electrical COC, Glazing COC, Plumbing COC and HVAC COC			
14	The building is equipped with a Power Generator or UPS?			
15	The building is equipped with a water supply (Jo-jo tanks), which should be able to supply the NYDA with a minimum of 5000L of water at any given time should the need arise?			
16	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

- All participating bidders must indicate their company name and company representative in Teams chat with contact details (email & number)
- Bidders are reminded: Telephonic requests 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 4 July 2023 at 16h00
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
  - Date: 7 July 2023
  - The bid number (RFP2023/ 7 /NYDA) should always be quoted in all correspondence.

## 2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES.....

- 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/ 7/NYDA
- Bid Description: Advertisement of the lease of corporate office space for the 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 Friday, 21 July 2023**.
- **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.

## 2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES.....

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### 3. FOUR (4) STAGE EVALUATION PROCESS

#### **Mandatory criteria (Stage one)**

During the administrative/eligibility assessment, failure to provide any mandatory information as requested on pages 21 & 22 will result in the proposal being deemed non-responsive.

#### **Functionality criteria (Stage two)**

- Corporate office space from 4000m<sup>2</sup> to 4500m<sup>2</sup> (Max 25 points)
  - Proof of ownership such as a title deed or signed letter from the municipality with property details will be required as evidence to allocate points.
- Company experience (Max 25 points)
  - Positive testimonial letters from current or previous tenants, dated within the past 10 years.
  - (4 letters to obtain full points)
- Methodology and approach (Max 50 Points)
  - The general maintenance or mitigation plan of the proposed corporate office space as per 2.8 (Max 30 points. **The correct reference is 2.8 of the terms of reference, not 2.7.**)
  - The full professional team as per 2.5 of the terms of reference (Max 20 points)
    - CVs of the full professional team and /or contractor's profile will be required as evidence to allocate points.

**NB: Bidders who fail to obtain a minimum threshold on the functionality of 65% 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, not 2.5**
  - 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 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 of five 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 6% 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 4500 sqm. 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.**