



Request for Quotation (RFQ) for the leasing of office space around the Cape Town Central Business District (CBD).

RFQ No. 9215/31/01/2020

Date of issue:	Friday, 17 January 2020
Closing Date and Time:	Friday, 31 January 2020 at 16h30 (Late tenders will not be considered)
Submission and Contact details:	For submission of quotations or any other enquiries: Email: tender@csir.co.za (Please use RFQ No. as subject reference)

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the leasing of office space around the Cape Town Central Business District (CBD).

2 QUOTATION REQUIREMENTS

The bidder is required to provide quotation based on the following specification:

2.1 Specification for office space

2.1.1 The required floor space is between 150 m² and 219 m²

2.1.2 The office space must be within a radius of between a minimum of 500m and 1000m from Parliament

2.1.3 The building must make provision for goods and passengers lifts (if applicable)

- 2.1.4 Office layout - 2 Offices partitioned, an open front office or a 3rd partitioned office, a boardroom (optional, if there are boardrooms for rental as need arise), storage/filing room (optional), kitchen, bathroom communal bathrooms also acceptable)
- 2.1.5 There must be ICT / telecoms infrastructure
- 2.1.6 24 hour security services in the building (with access control)
- 2.1.7 Cleaning Services, at least twice a week (Optional)
- 2.1.8 Three (3) parking bays
- 2.1.9 Uninterrupted power supply (UPS) and back-up generator power supply must be available in the event of power failure for the entire building
- 2.1.10 The accommodation must have existing fire detection and prevention services
- 2.1.11 The lease offered must provide for air-conditioning as part of the lease
- 2.1.12 The lease offered must be for five (5) years with the option to renew for a further 2 years.
- 2.1.13 The lease offered must provide a termination option
- 2.1.14 The lease offered must provide the CSIR with right of first refusal
- 2.1.15 The lease offered must provide an option for building maintenance by the lessor / landlord as part of the lease

Note: A signed and endorsed draft lease proposal/agreement is to be included for each building submitted for consideration in this bid.

The supplier is required to quote as per the following pricing schedule:

Description		Fixed Monthly Rental Fee (Excl. VAT)	Fixed Annual Rental Fee (Excl. VAT)
Rental of Office Space around Cape Town CBD	Year 1		
	Year 2		

	Year 3		
	Year 4		
	Year 5		
Sub- Total			
VAT			
Total			

* The bidder must indicate any ad-hoc, sundry, and variable costs such as electricity, municipal rates, levies, water, etc.

Additional quotation requirements (These must be submitted with and indicated in quote):

1. The bidder must submit quotation on their official company letterhead.
2. The pricing must be firm and inclusive of all costs required to render/deliver the required goods and/or services to the CSIR. NB: The contract will allow for other variable and ad-hoc costs such as electricity, water, etc.
3. The supplier must quote on all the items listed on the above BOQ.

Mandatory documents required / returnables:

- Brief company profile clearly showing the company's core business activities.
- A signed and endorsed draft lease proposal is to be included for each building submitted for consideration in this bid.

NB: *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission*

unresponsive and my thus result in your submission not being considered for Price and BBBEE evaluation.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level. (RSA suppliers only)
- 3.3 No B-BBEE status will equal zero points.
- 3.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.5 No order will be issued or no contract will be signed without a valid CSD number.
- 4.6 Elimination Criteria:
Suppliers will be eliminated under the following conditions:
 - Late submission of Quotes;
 - If supplier does not quote on all items in the BOQ;
 - If supply does not submit quotation on their official company letterhead;
 - If supplier does not quote on the required specifications;
 - Submission at wrong location or incorrect email address (***Please submit electronically to tender@csir.co.za***);
 - If the supplier fails to submit any of the mandatory/returnable documents

4 PRICING QUOTATION

- 4.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions. The CSIR standard terms of payment are 30-45 days from date of invoice (negotiable).

The price should be firm and inclusive of costs and all services required to complete the project.

5 OTHER TERMS AND CONDITIONS

5.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

5.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

6 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

7 Note: This is not a Purchase Order.