



**FUTURE PERFECT
SKILLS DEVELOPMENT**

**THE FIBRE PROCESSING AND MANUFACTURING SECTOR EDUCATION
AND TRAINING AUTHORITY**

REQUEST FOR PROPOSAL:

RFP NO: Office Premises/FPM/01-16

**REQUEST FOR PROPOSAL FOR LEASE OF OFFICE PREMISES IN GAUTENG,
KWAZULU-NATAL AND CAPE TOWN REGIONS**

Closing Date: 9TH February 2016

TIME: 11:00 am

Bidder Name:.....

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND
FOR CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ONLY

1. BACKGROUND

The Fibre Processing and Manufacturing (FP&M) SETA was established by the Minister of Higher Education and Training on 01 April 2011 to 31 March 2018. The FP&M SETA is a result of the amalgamation of the CTFL SETA, FIETA and the Printing, Packaging and Publishing sectors of the MAPPP SETA. The FP&M SETA mandate is:

- To provide skills development services to the clothing, footwear, forestry, furniture, general goods, leather, packaging, print media, printing, publishing, pulp and paper, textiles and wood product sector;
- To implement the objectives of the National Skills Development Strategy (NSDS III); and
- To ensure that people obtain the critical or scarce skills that are needed to build the capacity of the sector to become economically sustainable and globally competitive.

As part of the various considerations to be made in order to ensure that the FP&M SETA delivers its mandate efficiently, cost-effectively and in a customer oriented manner, FP&M SETA is searching for office premises where its business operations will be run.

2. BID SUBMISSION

The FP&M SETA hereby invites suitably qualified service providers to submit proposals for lease of office premises in Gauteng, Kwazulu-Natal and Western Cape regions.

Completed proposals must be hand delivered at the reception area of FP&M SETA Head Office, located at **Forum 1B, 2nd Floor, Braampark Office Park, 33 Hoofd Street, Braamfontein, Johannesburg** or emailed to **tenders@fpmseta.org.za** for the attention of: "Manager: Supply Chain Management".

No late submissions will be accepted.

Service providers are requested to submit their submissions to:

The FP&M SETA - ATTENTION: Manager: Supply Chain Management, Forum 1B, 2nd Floor, Braampark Office Park, 33 Hoofd Street, Braamfontein, Johannesburg, by no later than **11:00 am** (eleven o'clock) on **9th February 2016**. Submissions not received on time and date specified will not be considered. All enquires are to be directed to Supply Chain Management Office at:

Contact Details: (011) 403 1700 or Email: LebogangT@fpmseta.org.za and for technical enquiries contact: Ms Sophie Tiro

Contact details: (011) 403 1700 or Email: SophieT@fpmseta.org.za

Closing date and time for submission of proposals:
9th February 2016 at 11:00 am

3. SPECIFICATION

3.1 Building requirements

3.1.1 Usable floor area and general requirements

3.1.1.1 The organization requires approximately 2780 square metres internal usable area and approximately 84 underground or sheltered parking bays, this total is for all three offices the breakdown is done in section 4.1;

3.1.1.2 The building must be fully air-conditioned and energy efficient;

3.1.1.3 The FP&M SETA projection of the office layout is based on staff complement 88;

3.1.1.4 Proposals must be done separately per region as displayed in section 4.1

4. LOCATION SUITABILITY

4.1 The proposed buildings must be located in the following areas: Gauteng, KZN and Western Cape.

4.1.1 Gauteng

Location	Braamfontein, Parktown, Randburg and Fourways
Minimum office space	1600 square metres
Staff members including interns	50
Parking for staff members & stakeholders	<ul style="list-style-type: none">• Minimum of 40 underground or sheltered parking bays• Minimum of 10 parking space for visitors
Boundaries & conditions	<ul style="list-style-type: none">• Reasonable proximity of the public transport/routes• Located in general safe area where officials will not be at risk when leaving office after hours• Less than or equal to 15km of public transport, preferable within 2km to 15km of major public hubs such as taxi ranks, bus station and Gautrain• Accessibility of premises, building and facilities for disabled persons
Ablution facilities	Male and Female
Kitchen	Provision of kitchen space for staff

4.1.2 KZN

Location	Pinetown, Westville and Durban CBD
Minimum office space	1000 square metres
Staff members including interns	25
Parking for staff members &	<ul style="list-style-type: none">• Minimum of 20 underground or sheltered

stakeholders	<p>parking bays</p> <ul style="list-style-type: none"> • Minimum of 5 parking space for visitors
Boundaries & conditions	<ul style="list-style-type: none"> • Reasonable proximity of the public transport/routes • Located in general safe area where officials will not be at risk when leaving office after hours • Less than or equal to 15km of public transport, preferable within 2km to 15km of major public hubs such as taxi ranks & bus station • Accessibility of premises, building and facilities for disabled persons
Ablution facilities	Male and Female
Kitchen	Provision of kitchen space for staff

4.1.3 Cape Town

Location	Observatory, Salt River & Liesbeeck Park Way
Minimum office space	180 square metres
Staff members including interns	13
Parking for staff members & stakeholders	<ul style="list-style-type: none"> • Minimum of 6 underground or sheltered parking bays • Minimum of 3 parking space for visitors
Boundaries & conditions	<ul style="list-style-type: none"> • Reasonable proximity of the public transport/routes • Located in general safe area where officials will not be at risk when leaving office after hours • Less than or equal to 15km of public transport, preferable within 2km to 15km of major public hubs such as taxi ranks and bus station • Accessibility of premises, building and facilities for disabled persons
Ablution facilities	Male and Female
Kitchen	Provision of kitchen space for staff

5. COSTING – INCLUSIONS AND EXCLUSIONS

5.1.1 The rental rates must be fully inclusive of all maintenance costs including:

5.1.1.1 Structural repairs and Maintenance (internal and external);

5.1.1.2 Gardens and Waste management (if applicable);

5.1.1.3 Air conditioning, heating and ventilation equipment;

- 5.1.1.4 Lifts and escalators;
- 5.1.1.5 Normal wear on floor covering;
- 5.1.1.6 Electrical supply, inclusive of backup generator(s);
- 5.1.1.7 Plumbing and ablution facilities;
- 5.1.1.8 Fixed firefighting equipment (fire hoses and piping);
- 5.1.1.9 Wired to be ready for ICT and UPS.

5.1.2 The following costs must be included in the indicated rental rate:

- 5.1.2.1 Municipal rates and taxes plus increases;
- 5.1.2.2 Water and electricity rates (excluding consumption);
- 5.1.2.3 Sanitation and refuse removal rates (excluding consumption);
- 5.1.2.4 All insurance (excluding content belonging to FP&M SETA);
- 5.1.2.5 Contract costs and stamp duty.

6. GENERAL

- 6.1 Facilities and services offered must comply fully with all applicable legislation, regulations, by-laws and standards including but not limited to:
 - 6.1.1 The Occupational Health and Safety Act and regulations;
 - 6.1.2 Municipal by-Laws;
 - 6.1.3 SANS 10400 standards;
 - 6.1.4 Any other applicable building regulations
- 6.2 Cognisance will be given to security consideration of the proposed building(s) such as access control, perimeter fencing etc. The premises must comply with Government Minimum Physical Security Standards (MPSS).
- 6.3 The FP&M SETA may appoint its own service provider(s) to design and manage fit out of the premises in accordance with FP&M SETA requirements.

7. GRADE OF THE BUILDING

- 7.1 An office space property which is generally not older than fifteen years or has undergone a major renovation, features high quality modern finishes, air conditioning and adequate on-site parking.
- 7.2 An office space with the quality of finishes in the lobby of the building, safety and security, access and other similar factors.

8. PROPOSAL CONTENT

The proposal should cover the following contents:

- 8.1 An indication of how buildings will meet the requirements as per paragraph 3.1.
- 8.2 The respondent must provide the following information to accompany the

submission:

- 8.2.1** A company profile inclusive of an introduction and general description of the organization's background, nature of business activities and experience in providing the product and/or services required by this submission;
- 8.2.2** Provision of proof that the respondent has experience and necessary skill to provide the required services, including:
 - 8.2.2.1** Previous similar projects completed;
 - 8.2.2.2** A list of current and past clients (in the public and private sector)
 - 8.2.2.3** Submit a portfolio including pictures of the proposed buildings for leasing.

9. EVALUATION CRITERIA

Service providers that provides leasing of office premises will be evaluated according to the following:

- TOR;
- PPPFA (Price and BBBEE preference points)

The 90/10 preference points system will apply in terms of the Preferential Procurement Policy Framework Act 5 of 2000.

90 Points will be allocated to price and 10 Points will be allocated to the BBBEE status level.

BBBEE points in terms of the Preferential Procurement Policy Framework Act Regulations will be allocated as follows:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0