

# **TENDER BRIEFING MINUTES**

## **TENDER NIHSS/OFFICE-01/2018 FOR OFFICE SPACE**

**Date: 03/09/2018 at 12:15**

Tender briefing Panel:

- Mr Tumelo Mokoena (Chief financial officer)
- Ms Nonhlanhla Nkadimeng (Deloitte consultant)
- Mr Pawl Moyane (SCM officer)

### **1. Opening and Welcome**

Mr Mokoena welcomed the prospective tenderers and thanked them for attending the briefing; he also apologised for the delayed start. Mr Mokoena asked the panel members to introduce themselves and presented the following background of NIHSS to the prospective bidders:

- The National Institute for the Humanities and Social Sciences (NIHSS) was established on 05 December 2013, under the auspices of the Higher Education and Training Ministry.
- The role of the NIHSS is to enhance and support the Humanities and Social Sciences (HSS) in South Africa and beyond.
- The mission of the NIHSS is to redress existing deficits and to coordinate projects, programmes and collaborations and activities in the HSS disciplines within and through existing and future public universities

Mr Mokoena handed over to Ms Nkadimeng to present the tender requirements to the bidders.

### **2. Presentation**

Ms Nkadimeng highlighted the following in her presentation:

- The briefing session is not compulsory, bidders who did not attend the briefing session will be given an opportunity to bid/submit their proposals.

- The minutes of this briefing session will be posted on the NIHSS website for transparency.
- The closing date and time for the tender is 12:00 noon on 21 September 2018.
- No late tenders will be accepted.
- The NIHSS preferably determines the time of closure by using Telkom's 1026 number – if available at the time of the closure of the tender.
- All interested parties are welcome to observe the closure of the tender, should they so wish.
- The drop off time is between 8am to 4pm Monday-Friday. The tender box is located at the reception.
- Bid proposals are valid for 90 days after date of closure that will be 20 December 2018.
- Tender document can be downloaded on the NIHSS website.
- Bidders are requested to submit 1 original, 1 Copy and 1 soft copy (usb), the tender submission must be clearly marked original and copy.
- The email address for all tender related queries is [Tenders@nihss.ac.za](mailto:Tenders@nihss.ac.za). Questions will be consolidated; and responses will be emailed to bidders' whose information is on the briefing session register and those who have sent the email.
- Responses will also be posted on the NIHSS website for transparency.
- Relevant policies and procedures applicable for this tender:
  - The Constitution of South Africa Act, 1996 Act 108 of 1996: section 217 that requires us to be fair, transparent, and cost effective;
  - Public Finance Management Act No.1 of 1999;
  - Preferential Procurement Policy Framework Act No. 5 of 2000: 80/20 scoring principle will be used for this tender;
  - Broad-Based Black Economic Empowerment Act 53 of 2003;
  - Promotion of Access to Information Act No.2 of 200;
  - NIHSS SCM Policy;
  - Government Immovable Asset Management Act No. 19 of 2007; and
  - South African Property Owners Association, during the evaluation rates will be compared against this act.

- All applicable pages of the tender document must be signed/ initialled and returned as part of your bid submission.

Compulsory/ Mandatory Returnable Documents are as follows:

- Compulsory Enterprise Questionnaire
- Declaration of Bidder's Past Supply Chain Practices SBD 8
- Certificate of Authority of an entity.
- Authority of Signature-- that means there should have been a board meeting for someone to sign the document, so the letter must be submitted.
- Declaration of Bidder Litigation History
- Certificate of Independent Bid Determination SBD 9
- Company Registration certificate
- Record of Addenda to Bid documents, the addendum is available on the website. Please sign and return with the tender document.
- Form of Offer and Acceptance
- Declaration of Interest SBD 4
- A valid Tax Clearance Certificate, SARS pin & CSD report must be valid at the day of closure. If it has expired a day before the closure, your bid will be disqualified.
- An original or certified copy (not a copy of a certified copy) of the valid B-BBEE status level certificate from an accredited verification agency. If you don't submit you will get zero points. You will not be disqualified.
- Written proposal with attached floor plans and building plans
- Comprehensive Pricing Schedule, if you want to provide more information than what is provided for in the document, please attach the additional information.
- Municipal Account of Leased Property Must be Paid up
- Electrical Compliance certificate
- Occupation Certificate
- Health and Safety certificate
- Fire Regulation Certificate
- Zoning certificate
- Company profile

The evaluation of this tender will be on four (4) phases, phase 1 will be Compliance Evaluation, if you do not comply on this phase, you will be disqualified. Phase 2 Building Requirements and location, in this phase we check if the building is located on the specified area, if the proposed building is located on the wrong area, the submission will be disqualified. Phase 3 The Functionality Evaluation, grading of the building must be specified and supported by the grading certificate. The floor plans of the proposed building must be submitted and will be used during the evaluation to score the submissions. The last is Phase 4 for Site Visits, only bidder who scored minimum of 75% will be evaluated on phase 4. The site visit will be yes or no, to align what is on the proposal. It is advisable to submit detail written proposal.

The final adjudication process will be the application of PPPFA, 80/20 scoring principle whereby 80 is for price and 20 for BBBEE.

### **3. Questions and answers**

3.1.1. **Q:** I have noted that this is a five-year lease period, subject to the renewal of the NIHSS mandate in 2020, so that means you want an escape clause on year two?

**A:** The question about the five-year lease agreement, it speaks to how the institute was established. It was established in terms of the higher education act and the minister gave the mandate for 5 years, that mandate ends at 31 March 2020, with regards to renewing the mandate there is a process that is under way. It is in Progress it has not been confirmed yet. Hence on term of reference were specific to say that the mandate may not be renewed. This is clearly to protect ourselves, should we not be renewed.

3.1.2. **Q:** Why does NIHSS renew their current lease?

**A:** With regards to the expenditure, that expenditure you see there it is the expenditure cumulative in the life of the institute. What we did in the terms of reference is the inclusion of a section to see if the potential landlords could also assist and how much are the willing to put down for tenant allowance. The NIHSS is not an entity registered under the PFMA, as I said we were established under the higher education act, but we have aligned our policy according to

PFMA. So, this is not just a tick a box exercise. There have been enough criticism coming from political landscape, there were parliamentary questions around how much is our rental costs and is that align to the market and is there a value for money. This is not to answer those questions but to appoint a service provider that is compliant according to PFMA, so this is not a tick box. The Financial consideration again at bid adjudication level, I am assuming that there will be those assessments looking at the costs versus benefits. However, I do not think that it should be a disadvantage that we have spent so much, and we are willing to move.

3.1.3. **Q:** Why does NIHSS only advertise the tender after 2020? The two-year escape clause might reduce the appetite for bidding.

**A:** to extend a contract here, according to SCM policy, you can only extend up to 15% of the contract and even if we can write to treasury to say we want to extend for two years, what if we can get the renewal of the mandate post 2020. I will really encourage all the bidders to submit because this is not a tick box exercise and such talks have happened at the board level and the directive has been given to go out on tender.

3.1.4. **Q:** How will NIHSS score bidders who do not have the exact square meters?

**A:** Bidders are not going to be scored on an individual office per square meters or board room sizes, hence there is a variance of 20% to the overall size of the building.

3.1.5. **Q:** The occupation date 01<sup>st</sup> February 2019 is in less than six months, will proposals/bidders who propose a different occupation date be considered?

**A:** yes, all proposals will be considered. Proposed date for occupation must be indicated on the proposal.

**Tender briefing session ended at 12:50 noon.**