

BRIEFING SESSION:

PROVISION OF A SERVICE PROVIDER TO PROVIDE OFFICE SPACE

NIHSS/OFFICE-01/2018

03 SEPTEMBER 2018

1. Introduction

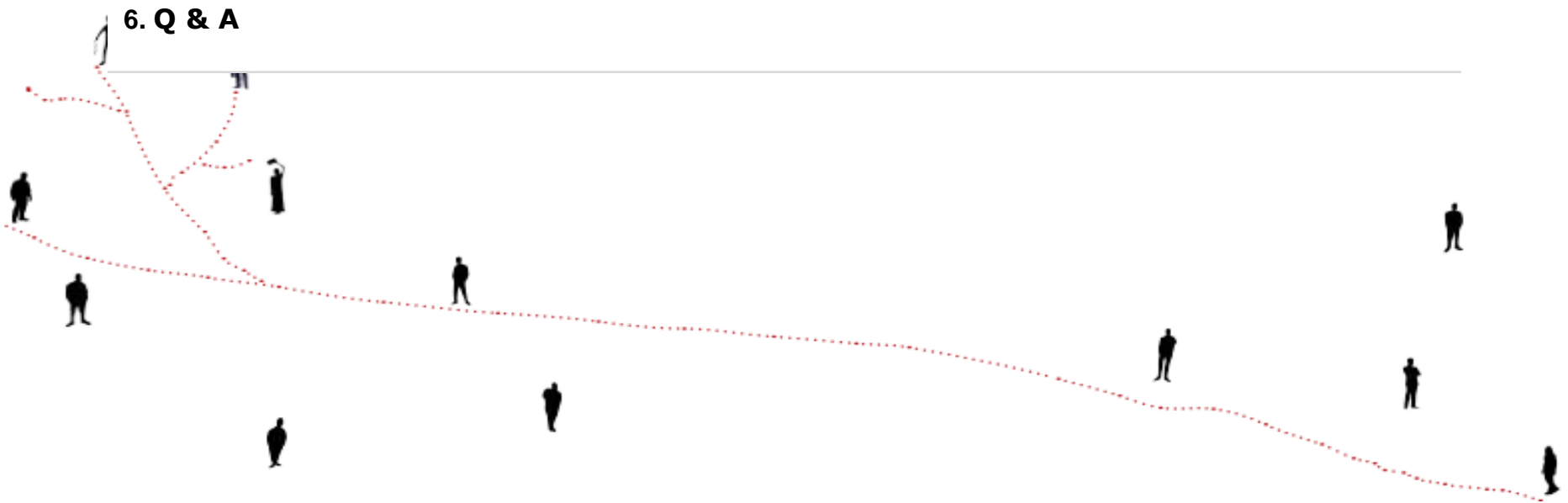
2. Important information

3. Policies and Procedures

4. Returnable documents

5. Evaluations

6. Q & A



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Introduction

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.

Role of NIHSS

The role of the NIHSS is to enhance and support the Humanities and Social Sciences (HSS) in South Africa and beyond

Mission of NIHSS

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



The NIHSS offices are currently located at 2nd Floor, 24 St Andrews Road, Parktown, Johannesburg.

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Important Information

Description	Date	Time	Notes
Briefing session	03 September 2018	12H00	Non-compulsory
Closing date	21 September 2018	12H00	Late bids will not be accepted. Telkom's 1026 number is preferred *if available at the time of the closure of the tender. Interested parties welcome to observe the closure of the tender. <i>Drop off between 8am to 4pm Mon-Fri</i>
Bid Validity	20 December 2018	00H00	Bid proposals valid for 90 days after date of closure
Document collection			Tender document downloadable on the NIHSS website <i>www.nihss.ac.za/content/latest/tender-nihss-office-space-reference-number-nihssoffice-012018</i>
Submission Requirement			1 original, 1 Copy and 1 soft copy (usb) <i>Tender submissions must be clearly marked *original & *copy</i>
Administration Enquiries	1 st response: 14-09-2018 2 nd Response 20-09-2018	08H00 to 16H00	<i>tenders@nihss.ac.za</i> 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

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Policies and Procedures

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Policies and procedures

All relevant policies and procedures applicable for this tender:

The Constitution of South Africa Act, 1996 Act 108 of 1996	
Public Finance Management Act No.1 of 1999	Preferential Procurement Policy Framework Act No. 5 of 2000
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
South African Property Owners Association	

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Compulsory/ Mandatory Returnable Documents

The documents listed below are mandatory, failure to submit the below listed documents will disqualify your bid/submission:

1. Bid sign off
2. Compulsory Enterprise Questionnaire
3. Declaration of Bidder's Past Supply Chain Practices SBD 8
4. Certificate of Authority of an entity
5. Authority of Signature
6. Declaration of Bidder Litigation History
7. Certificate of Independent Bid Determination SBD 9
8. Company Registration certificate
9. Record of Addenda to Bid documents
10. Form of Offer and Acceptance
11. Declaration of Interest SBD 4
12. A valid Tax Clearance Certificate, SARS pin & CSD report
13. 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.
14. Written proposal with attached floor plans and building plans
15. Comprehensive Pricing Schedule
16. Municipal Account of Leased Property (Paid up)
17. Electrical Compliance certificate
18. Occupation Certificate
19. Health and Safety certificate
20. Fire Regulation Certificate
21. Zoning certificate
22. Company profile

***all applicable pages of the tender document must be signed/ initialed and returned as part of your bid submission.**

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Evaluations

Phase 1: Compliance Evaluation



Phase 2: Building Requirements and location



Phase 3: Functional Evaluation

75%



Phase 4: Site Visits



Price and BEE
80/20

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1. Building located in the Parktown area
2. Grade B or Higher building with useable space of no less than 1700m², and Grading and zoning certificates
3. Floor plans
4. Accessibility to and in the building for the physically challenged
5. Lighting conducive to good working environment.
6. Ablution facilities not shared.
7. Telephone lines available confirmed by Telkom
8. Period of lease of five (5) years with an option to extend offered
9. Installation, commissioning and connection of emergency electrical power generator offered
10. Internal Finishes

1. Grading of building offered
2. Accessibility from public transport
3. Internal finishing's in accordance with the NIHSS specifications
4. Offices and carpeting to NIHSS specifications
5. Air conditioning per individual office/area
6. Reception area open plan
7. Storage areas offered
8. Equipment room
9. Security
10. Parking
11. Boardroom
12. Telephone lines
13. Emergency Power Generator
14. Property Management Experience

1. Proximity to highways, public transportation, operations, Prominence
2. General appearance of the building
3. Accessibility to and in the building for the physically challenged
4. Emergency exist
5. Back-up generator in working condition
6. Security Cameras
7. Security services

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