sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

NOTIFICATION OF TENDER ADVERT

Bid Number: SASSA: 14-26-FM-GP

BID DESCRIPTION: ACQUISITION OF OFFICE ACCOMMODATION FOR TEMBA LOCAL OFFICE WITHIN GAUTENG REGION FOR A PERIOD OF NINE YEARS AND ELEVEN MONTHS (9 YEARS AND 11 MONTHS).

Name of Institution: The South African Social Security Agency

Place where goods, works or services are required: SASSA Gauteng District Offices and Local Offices.

Date Published: 20 August 2026
Closing Date / Time: 09 September 2026 @11:00am

Bid Enquiries:
Contact Person: MMATHUME NKADIMENG

Email: Mmathumen@sassa.gov.za<mailto: Mmathumen@sassa.gov.za>
Telephone number: 011 241 8474<tel:011 241 8474>

Technical Enquiries:
Contact Person: MR MANARE MESO

Email: ManareM@sassa.gov.za < mailto: ManareM@sassa.gov.za >
Telephone number: 011 241 8541<tel: 011 241 8541>

Where bid documents can be obtained:
Website: https://etenders.treasury.gov.za <https://etenders.treasury.gov.za/> / www.sassa.gov.za <http://www.sassa.gov.za/>

Physical Address:
SASSA Gauteng Regional Office, 222 Smit Street, 5th Floor, Braamfontein, 2001

Compulsory Briefing Session:
N/A
Special Conditions:
N/A

South African Social Security Agency
Gauteng Region

222 Smit Street • Braamfontein
Private Bag X120 • Marshal town 2107
Tel: 011 241 8300
www.sassa.gov.za

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**SASSA: 14-26-FM-GP**	**CLOSING DATE: 09 September 2026**		**CLOSING TIME:**	**11:00 am**
DESCRIPTION	**ACQUISITION OF OFFICE ACCOMMODATION FOR TEMBA LOCAL OFFICE WITHIN GAUTENG REGION FOR A PERIOD OF NINE YEARS AND ELEVEN MONTHS (9 YEARS AND 11 MONTHS).**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

SASSA Gauteng Regional Office: 222 Smit Street, 5th Floor, Braamfontein, 2001

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Mr Mmathume Nkadimeng**	CONTACT PERSON	**Mr Manare Meso**
TELEPHONE NUMBER	**011 241 8474**	TELEPHONE NUMBER	**011 241 8541**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**MmathumeN@sassa.gov.za**	E-MAIL ADDRESS	**ManareM@sassa.gov.za**

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]
	☐ Yes ☐ No		☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: **SASSA: 14-26-FM-GP**
Closing Time **11:00**	Closing date: **09 September 2026**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
	1	**TEMBA LOCAL OFFICE**	

- Required by: .....
- At: .....
  .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
  *Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

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33. National Industrial Participation Programme (NIPP)

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
(b) in the event of termination of production of the spare parts:
(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

20 YEARS OF SASSA ANNIVERSARY 2000-2020
Restoring dignity and transforming lives

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SOUTH AFRICAN SOCIAL SECURITY AGENCY

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SOUTH AFRICAN SOCIAL SECURITY AGENCY

Acquisition of office accommodation for Temba Local Office within Gauteng Region for a period of nine years and eleven months (9 years and 11 months).

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Bidders' Initials.....

1 ACRONYMS

B-BBEE	:	**Broad Based Black Economic Empowerment**
BTU	:	**British thermal unit (Air Conditioning)**
CIDB	:	**Construction Industry Development Board**
CIPC	:	**Companies and Intellectual Property Commission**
CIPRO	:	**Companies and Intellectual Property Registration Office**
COC	:	**Certificate of Compliance Certificate**
COIDA	:	**Compensation for Occupational Injuries and Disease Act**
CPI	:	**Consumer Price Index**
EME	:	**Emerging Micro Enterprise**
GBCSA	:	**Green Building Council South Africa**
GCC	:	**General Conditions of Contract**
GLA	:	**Gross Lettable Area**
GP	:	**Gauteng Province**
OHS	:	**Occupational Health and Safety**
SABS	:	**South African Bureau of Standards**
SANAS	:	**South African National Accreditation System**
SANEDI	:	**South African National Energy Development Institute**
SANS	:	**South African National Standards**
SASSA	:	**South African Social Security Agency**
SAPOA	:	**South African Property Owners Association**
SBD	:	**Standard Bidding Documents**
SCC	:	**Special Conditions of Contract**
SDL	:	**Skills Development Levy**
SMME	:	**Small Micro Medium Enterprise**
STATSSA	:	**Statistics South Africa**
SLA	:	**Service Level Agreement**
VAT	:	**Value Added Tax**
SAGGA	:	**South African Glass and Glazing Association**

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2 NTRODUCTION

2.1. The South African Social Security Agency (SASSA) was established in terms of Section 2 of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A statutory body in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999, as amended), which is responsible for the management, administration and payment of social assistance grants.

2.2. The vision for SASSA is to be a leader in the delivery of social security services. In order for SASSA to realise its objectives, the provision of reasonable and suitable accommodation from which it conducts its activities is of great importance.

3 BACKGROUND

3.1. SASSA Gauteng Region has been rendering services to the community of Temba in accommodation that constantly needs to meet SASSA standards. The Region has been rendering services from facilities procured directly from a variety of landlords and would do the same for Temba Local Office.

3.2. The community of this area is well established and therefore in need of conveniently accessible SASSA services, including the crucial service of poverty alleviation which the Agency renders to qualifying beneficiaries throughout the country.

4 DURATION

4.1. The required office accommodation will be for a period of (9 years and 11 months) nine years and eleven months from the date of occupation.

5 PROJECT OBJECTIVES

5.1. SASSA seeks to enter into a lease agreement with competent and reputable landlords who have knowledge and experience in the provision of office accommodation to government entities/departments.

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6 PROJECT SCOPE

6.1. Preference will be given to bidders with existing buildings due to the Region's urgent need for office space, however builders intending to construct buildings anew are also encouraged to bid. Final customisation of the successful bidder's property in the form of tenant installations will be done to suite SASSA standards and specific accommodation requirements. This will be in addition to complying with relevant legislation and Building Industry Regulations (BIR) for a period of (9 years and 11 months) nine years and eleven months, in accordance with the following accommodation requirements:

OFFICE	SQUARE METRE (GLA)	PARKING BAYS
Temba Local Office	**780.25 m²**	**20** undercover parking bays. • In instances where any or all parking bays are not on-site, the distance from the property offered to the parking facility may not exceed 100 m. • The parking facility, whether on-site or off-site, should be guarded at all times.

6.2. Office Accommodation and Parking for SASSA Staff

6.2.1. The service provider is expected to provide office accommodation, parking for vehicles belonging to the agency, its staff members and members of the public, and facility maintenance, according to each party's obligations as laid out in the lease agreement.

6.2.2. The office space must comply with among others, National Building Regulations and Building Standards Act 103 of 1977, and its Regulations, as amended,

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Occupational Health and Safety Act 85 OF 1993, and its Regulations, as amended as well as all applicable Provincial Ordinances and Municipal by-laws.

6.3. Business Continuity Plan signed by the Bidder in respect of the following:

6.3.1. Provision of a back-up drinkable water installation to service ablutions and kitchens for a minimum period of **8 hours or capable of storing 10 000 litres**, whichever is greater.

6.3.2. Provision of a back-up electricity installation in the form of a generator **(20KVA)** or hybrid-solar **(15Kwh)** to service key equipment such as IT servers and other equipment that is deemed by SASSA to be essential to its core business.

6.3.3. In instances where the above back-up installations are not in place at the time of site inspection, the bidder will be required to sign an undertaking to install same prior to occupation of the building. If the bidder cannot install same, the bidder shall grant SASSA the right to install back-up water and electricity installation at its own cost and recoup the cost of installation in a manner which the organisation elects to use. To this extent, bidders must complete Annexure F in full.

7 CONTRACT MANAGEMENT RESPONSIBILITIES

7.1. SASSA shall:

7.1.1. Provide the successful service provider with reasonable information relating to services required as well as new developments regarding Local Office layout.

7.1.2. Grant the successful service provider's staff access to SASSA's premises for business related activities.

7.1.3. Conduct regular compliance inspections in line with the OHS, Security Requirements and all relevant Regulations.

7.1.4. Comply with the contract and operational SLA provisions.

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7.2. The Service Provider shall:

7.2.1. Provide and maintain compliant office accommodation (as per bid specifications and landlord's obligations in the SLA) for the duration of the contract.

7.2.2. Conduct business in a courteous and professional manner.

7.2.3. Provide the necessary documentations as requested prior to the awarding of the contract.

7.2.4. Comply with all contract and Operational SLA provisions.

7.2.5. Provide an Occupancy Certificate issued by the local authority with jurisdiction over the property prior to occupation of the property.

7.2.6. Provide an electrical COC issued by a "Registered Person" as defined by the OHS Act prior to occupation of the property.

7.2.7. Provide a plumbing COC issued by a "Licensed Plumber" in compliance with the National Building Regulations and Building Standards Act 103 of 1977 prior to occupation of the property.

8 GENERAL CONDITIONS OF THE BID

8.1. Format of the Bid

8.1.1. Bids must be completed and submitted in line with the following:

(i) In all instances where "certified copies" are required, these shall be certified copies of original documents and not be older than six (6) months at the time of submission. (Copies of certified copies are not acceptable).

(ii) Bidders must initial all pages of the bid documents.

8.2. Adjustments to Contract (price)

8.2.1. The price adjustment will only be effected on the anniversary of the contract with the approved fixed escalation of **6%.**

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8.3. Price Template

8.3.1. The bidder must submit a detailed price structure. The pricing must be strictly done in line with the prescribed template **(Annexures B).**

8.3.2. The price must be inclusive of VAT (if applicable). If the price is not firm for the duration of the contract, this must be indicated clearly in the price template.

8.3.3. All costs associated with this bid must be clearly stipulated on the prescribed template.

8.3.4. The bid proposal must clearly define ways as to how the service provider intends to assist SASSA to get value for money and to enable for adoption of technological innovations in the property field.

8.3.5. The completed bid proposal must be enclosed in a sealed envelope.

8.3.6. The successful bidder(s) shall enter into an agreement with SASSA.

9 SPECIAL CONDITIONS

9.1. The full list of special conditions, that must be complied with in full, is attached as **Annexure D.**

10 EVALUATON OF THE BID

10.1. The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted in two stages as follows:

Stage One (three phases) – Mandatory Requirements, Administrative Compliance and Functionality Criteria

Phase One: Mandatory Requirements
Phase Two: Administrative Compliance
Phase Three: Functionality Criteria

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Stage Two – Price and Preference Points

EVALUATION CRITERIA	
Stage One – (Phase One) Mandatory Requirements	
1. Proposed layout plans correctly reflecting the user needs as per attached needs assessment, as proof of the following: 1.1. Minimum Gross Lettable Area of **780.25 square meters** 1.2. Minimum **20 undercover parking bays (in the form of carports).** 1.3. Ground floor office space (for existing building proof in the form of layout plans, for building to be constructed confirmation in the form of proposed layout plans). 2. In instances where any or all parking bays are not on-site, the distance from the property offered to the parking facility may not exceed 100 m. 3. Proof of ownership in the form of any of the following: 3.1. Certified copy of the title deed of the building and/or land in question where the bidder is the owner of the building and/or land, 3.2. A copy of a finance agreement where the building and/or land is the subject of the finance agreement, 3.3. A mandate agreement or agency agreement in combination with any of the above two documents where an agent has been authorised to submit a bid on behalf of the bidder. ***N.B Failure to submit the above mandatory documents will lead to bidders not being considered for further evaluation.***	
Stage One – (Phase two) Administrative Compliance	
1. Tax Compliance Status print-out from SARS 2. Certified ID Copies of all Company Directors (date of certification must not be older than 6 months) 3. Certified valid BBBEE certificate/ affidavit in case of EME's and QSE's 4. Valid CSD report 5. Completed and signed Standard Bidding Documents (SBDs): 5.1. SBD1 Invitation to Bid 5.2. SBD3.1 Pricing schedule-firm price 5.3. SBD4 Declaration of Interest 5.4. SBD6.1 Preference Points ***N.B Failure to submit the above after having been given the opportunity to re-submit will lead to the bid being disqualified and not proceeding to the next phase.***	
Stage One – (Phase Three) Functionality Criteria **Rating descriptions** **1-poor, 2-fair, 3-average, 4-good, 5-excellent**	**Weighting**

Bidders' Initials.....

1. Site inspection 1.1. The overall physical condition of an existing building under consideration will be evaluated including how much time is required for it to meet SASSA needs. Additionally, bidders who intend to construct new buildings will also be considered. **Criteria** **Points** • Building available for tenant installations within 6 months **(5)** • Building does not exist, but the bidder owns the land on which the proposed building will be constructed, or existing building requiring minor renovations to suit SASSA needs within 9 months. **(4)** • Building does not exist and bidder does not own the land on which the proposed building will be constructed, however the bidder has concluded an offer to purchase the land in question, or existing building requiring renovations to suit SASSA needs within 12 months. **(3)** • Existing building requiring major renovations to suit SASSA needs within 18 months. **(2)** • Existing building requiring extensive renovations and structural repairs to suit SASSA needs within 24 months. **(1)**	**30**
2. Accessibility *(Bidders with buildings that need to be reconfigured or constructed anew need to submit "approval-ready" building plans, architectural and engineering drawings that fully comply with the National Building Regulations and Standards Act (SANS 10400). These must be drawn and submitted by a professional registered with the South African Council for the Architectural Profession (SACAP)indicating compliance with the below requirements).* 2.1. Property is close to major routes and amenities and is within **5 kms** from a public transport facility in the **Temba CBD** area, 2.2. Property meets entrance and exit requirements, **minimum 6 meters** (wide enough to accommodate two vehicles simultaneously). 2.3. Property meets the requirements of **OHS Act Facilities Regulations, 2004** and **SANS 10400-S:2011 Regulations for people with disabilities (general building regulations on accessibility).**	**30**

Bidders' Initials.....

2.4. Parking facilities located on the same premises as the office building. **Criteria** **Points** • All of the above (5) • Three of the above (4) • Two of the above (3) • One of the above (2) • None of the above (1)	
3. Risk Management plan 3.1. Describe possible risks that may hinder the effective implementation of this specific project of provision of office space and how to mitigate them. **Criteria** **Points** • Identification of risks, risk assessment, contingency plan, mitigation strategy, monitoring and more (5) • Identification of risks, risk assessment, contingency plan and mitigation strategy (4) • Identification of risks, risk assessment and contingency plan (3) • Identification of risks and risk assessment (2) • Identification of risks (1)	**20**
4. Maintenance Plan Execution of maintenance for the duration of the lease agreement shall be as per each party's obligations in the lease agreement: **Criteria** **Points** • Comprehensive maintenance plan indicating planned (what needs to be done), unplanned (response to breakdowns), scheduled maintenance (time-based activities) and condition-based monitoring submitted (thermal imaging of DBs etc). (5) • Detailed maintenance plan indicating planned, unplanned and scheduled maintenance submitted. (4) • Partially detailed maintenance plan indicating planned and unplanned maintenance submitted. (3) • Basic maintenance plan indicating planned maintenance submitted (2) • No maintenance plan submitted (1)	**20**
Total Points	**100**

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NB: Bidders must score a minimum of 70 points on functionality. Bidders who score less than 70 points for functionality shall be disqualified and shall not be subjected to further evaluation.

2. PRICE AND PREFERENTIAL POINTS

Stage Two - Price and Preference	100 Points
Price	80
BBBEE Status Level of Contribution	20

- In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant contributor	0

Bidders must submit an Original or certified copy of B-BBEE Verification Certificate from a Verification Agency accredited by South African National Accreditation System (SANAS) or an original sworn affidavit signed by Emerging Micro Enterprise (EME) representative and attested by Commissioner of Oaths.

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11 ENQUIRIES

For more information, please contact the following persons:

Technical Enquiries:	**Bid Enquiries**
Mr. M.W. Meso	Mr. M.N Nkadimeng
(011) 241 8541	(011) 241 8474
ManareM@sassa.gov.za	MmathumeN@sassa.gov.za

12 DEPOSIT/RETURN OF BID DOCUMENTS

12.1. Telegraphic, telephonic, telefax, facsimile, electronic and/or late tenders will not be accepted.

12.2. Requirements for sealing, addressing, delivery and assessment of tenders are stated in the bid document.

12.3. All tenders must be submitted on the official forms, - (Due to a need to ensure integrity of the bid documents, no re-typing of documents is allowed).

DEPOSITED IN THE TENDER BOX AT
5th FLOOR (RECEPTION)
222 SMIT STREET
BRAAMFONTEIN

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13 LIST OF ANNEXURES:

1. **ANNEXURE A - SCOPE OF REQUIREMENTS**
2. **ANNEXURE B - PRICE TEMPLATE**
3. **ANNEXURE C - LIST OF RETURNABLE DOCUMENTS**
4. **ANNEXURE D - SPECIAL CONDITIONS**
5. **ANNEXURE E - COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BYLAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE**
6. **ANNEXURE F - UNDERTAKING IN RESPECT OF BUSINESS CONTINUITY PLAN (PROVISION OF BACK-UP WATER AND BACK-UP POWER)**
7. **ANNEXURE G – USER NEEDS ANALYSIS**

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14 ANNEXURE A

SCOPE OF REQUIREMENTS (Non-negotiable requirements that the building must comply with)

LEASE OF OFFICE ACCOMMODATION

The Agency will not limit this bid to only those who have existing buildings. Bidders who either own land or intend to procure land and build office spaces are also encouraged to bid. Final customisation of the successful bidder's property in the form of tenant installations will be done to suite SASSA standards and specific accommodation requirements.

Description
The tender must be accompanied by a sketch plan that indicates: 1. A proposed layout plan which meets the client's user needs as attached. 2. The total floor area must be indicated on the plan. 3. Proposed parking plan indicating number and location of bays. *4.* The minimum floor to ceiling height must be 2400mm *unless otherwise specified by the lessee.*
Certificate of confirmation of the rentable area (issued by a registered Architect), as per **SAPOA method** of calculating rentable space. (only applicable for existing buildings).
In case of existing buildings, a zoning certificate confirming authorised class of use of the property to be attached. Where bidders intend to construct new buildings, a zoning certificate will be required prior to occupation.
Proof of ownership or offer to purchase or mandate agreement for agents, for the tendered building or land on which a building will be constructed to be provided.
The entire building must be paraplegic friendly and fully accessible to both staff and/or personnel and clientele and/or public, taking note of service counters and cashier desk detail specifications, which will be supplied to the successful bidder and must comply with SANS 10400-part S.
The property must be accessible via public transport.
Provide professional team for planning and execution of tenant installation and/or construction at the bidders account
The following applicable certifications together with the Local Authority approved tenant installation drawings to be provided prior to the occupation of the building and comply with SANS 10400 requirements including Occupational Health and Safety Act No 85 of 1993 with Regulations: 1. A Structural Engineers stability certificate. 2. A gang nail roof truss design certificate by a professional engineer (if applicable). 3. Glazing certificate from SAGGA. 4. A Green Building Council of South Africa certificate.

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5. An Electrical certificate of compliance. 6. Plumbing certificate of compliance. 7. Firefighting equipment certificate and Approved Fire Evacuation Plans. 8. A Certificate of occupancy by the Local Authority. 9. Air-conditioning Certificate with regards to air velocity/fresh air, etc. 10. Entomologist Certificate (Pest Control Certificate). 11. A fire clearance certificate from the Local Authority / Fire dept. if the building falls under the jurisdiction of a Local Authority. 12. A fire clearance certificate from a Consulting Architect / Fire specialist if the building does not fall under the jurisdiction of a Local Authority.
GENERAL In terms of an appropriate layout the following will be considered: (i) The provision of natural light and natural ventilation throughout the building will be an added advantage. (ii) Buildings deep in floor plans should be provided with light wells, atriums, etc. to promote natural light and ventilation into the building. (iii) Ideally buildings should not be deeper in floor plan than 2 offices on either side of a passage. The offices must be provided with adequate operable windows. (iv) Buildings must be designed to eliminate "sick building syndrome". (v) Internal offices without natural lighting must be fitted with viewing panels. (vi) Allow for 2hour fire rated doors in server and security surveillance rooms. (vii) Install solid door and security locks in cashier and security surveillance control rooms, including inaccessible ceilings. (viii) To avoid traffic jams, ingress and egress into sites must be in the form of 2-way driveways with a minimum of 6 meters width. (ix) The floor to ceiling heights must be indicated by a section through the building.
ELECTRICAL REQUIREMENTS
Where currently not installed, the landlord shall put back-up power in the form of a generator or hybrid-solar system
Each workstation to have a network point in a three-compartment trunking
Each workstation must have a dedicated socket outlet in a three-compartment trunking
Each workstation must have a normal socket outlet in a three-compartment trunking
The passages must have a 4 x 4 socket outlet every 15 meter in length, mounted flush on the wall
All other rooms must have a least one single socket outlet
Staff Kitchen must have two double socket outlets
Lighting at Reception to have a minimum 500lux
Lighting in offices to have a minimum 300lux
Lighting in Passages to have a minimum 300lux
Lighting in Rest Rooms to have a minimum 100lux
Lighting in Stores to have a minimum 200lux
Lighting in Parking Area to have a minimum 75lux

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All exit areas and stairways must have light fittings with a min. of 75lux
Each office /room to have a separate light switch and motion sensor
External lighting must be controlled by a device that switches them on when outdoor visibility is reduced
Each floor must have a lockable distribution board with all circuits labelled
In multi-tenant buildings with different clients per building/per floor then each distribution board must be separately metered
All dedicated socket outlets must be supplied from an emergency/backup power supply
Installation of emergency power supply must comply with the SASSA Standards
Allow for conduits and boxes for network cables, depending on the size of the building/floor area
The network and fire cabling must be in separate conduits
Supply and install an isolator per installation of split-air conditioner
The main (electrical) incoming supply must be metered, and this room must be sufficiently ventilated and lockable
The load factor must be taken into account in the electrical installation
The entire electrical wiring must comply to the SANS 0412 regulation
All user manuals must be handed over to the agency representative.
The entire installation and lighting must be energy compliant, use energy efficient equipment, fittings and applications
A Certificate of Compliance must be issued on completion of the electrical installation
Energy efficiency plan should comply with SANS 10400 Part A, A6
MECHANICAL REQUIREMENTS
Air Conditioning (i) All rentable office spaces shall be provided with an adequate supply of conditioned air taking into consideration particularly with respect to altitude, ambient temperatures and atmospheric conditions, ensuring a safe, healthy and hygienic working environment. (ii) The Air Conditioning shall generally be in accordance with SABS 1125-1977, SABS 0400 and Standard specifications. (iii) Design shall be energy efficient and use "Green" refrigerant gas, such as, R410a or approved alternative. (iv) The Air Conditioning Plant and equipment shall be quarterly maintained or as and when required, serviced and kept in full working condition. A maintenance register shall be kept of all servicing & repairs undertaken on the units. (v) Server Room to have 2x 100% Capacity wall mounted split units for protection of ICT equipment.
Fire Automatic Detection (1) All office spaces shall be provided with Smoke and Fire Detection devices, installed in accordance with National Fire Regulations. The systems shall be regularly

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maintained, serviced and tested annually in accordance with National Fire Regulations by the Landlord.
Fire Inert Gas Protection System for Archives, registry and ICT server room. (1) Archives, Document and other Storerooms where essential or vital documentation are kept, shall be protected by means of an Inert Gas System. (2) The installed inert gas system must be regularly maintained, serviced and tested annually. the entire system shall be in accordance with National Fire Regulations.
Fire Protection Equipment (1) The Landlord or Service Provider shall provide Fire Extinguishers and Hose Reels which shall be regularly maintained, serviced and tested annually in accordance with the National Fire regulations. (2) A register of all the fire protection Equipment shall be kept and made available for inspection purposes and should be installed by South African Qualification & Certification Committee (SAQCC) compliant service provider.
Fire Sprinkler Automatic System (1) The entire rentable space shall be provided with a fully automatic sprinkler system in instances where it is deemed as a requirement by Local Authorities. This shall be regularly maintained, serviced and tested in accordance with the National Fire Regulations. Note: The control systems, water pumps etc. shall all be on backup power supply and should be installed by SAQCC service provider.
Lift – Passenger (Express) (1) Where it is applicable, a fully operational and regularly maintained, high speed passenger lift shall provide access to the rentable areas. (2) The lift shall be duly registered with the department of labour, be fully maintained in full working condition and have a complete service record for the past five (5) years with a registered lift company by the landlord. (3) A Service Record Book containing the details of all repairs, servicing and testing undertaken shall be kept in the lift Plant room and be available for inspection purposes. (4) The lift must be blind and paraplegic friendly and be fully accessible. (5) The Car shall be capable of carrying at least twelve (12) persons 1200 kg, unless otherwise specified by the Lessee.
Lift – Service (1) A fully operational and regularly maintained, service lift shall provide access to the rentable areas.

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(2) The lift shall be duly registered with the department of labour, be fully maintained in full working condition at all times. (3) A Service Record Book containing the details of all repairs, servicing and testing undertaken on the lift shall be kept in the lift Plant room and be available for inspection purposes. (4) The Car shall be capable of carrying at least a loading of 1200 kg, unless otherwise specified by the manufacturer.
Ventilation (Forced) (1) The entire rentable area shall be provided with an adequate volume of fresh air. In the event that natural ventilation is insufficient, then mechanical ventilation shall be in accordance with the National Building Regulations.

Name of Bidder	Signature	Date

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15 ANNEXURE B
Price Template
SCHEDULE-3: BID OFFER – OFFICE ACCOMODATION

Bid no:		**Closing Date:**	
Advertising date		**Validity period:**	120 Days

1. **ACCOMMODATION PARTICULARS**

Name of building	
Area of building	
Market value of building	
Municipal valuation of building	
Gross floor area of accommodation	m^2
Date on which accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	

2. **RENTALS (OFFICES AND PARKING)**

	Offices	**Parking**
Lettable Area	m^2	
Parking bays - covered		
Rental rate per square meter and per parking bay	R /m^2	R /bay
Rental per month	R	R
VAT per month	R	R
Total rental per month (1)	R	R
Operating costs as per rate (provide details on what costs entail)	R /m^2	

... .		
SASSA share of total building area (780.25 m²) per month	R	R
VAT	R	R
Total operating cost per month (2)	R	R
Total (1+2)	R	R
Escalation Rate	**6%**	**6%**
An amount of R350 VAT exclusive per square meter will be allowed for tenant installations	R	N/A

3. RESPONSIBILITITES

Note: SASSA is not prepared to accept responsibility for services or costs involved as per the grey areas (indicate where applicable)

3.1 Services	SASSA	LESSOR	Estimated cost per month
3.1.1 Water consumption	✓		
3.1.2 Electricity consumption	✓		
3.1.3 Sanitary services	✓		
3.1.4 Refuse removal	✓		
3.1.5 Domestic cleaning services	✓		
3.1.6 Consumable Supplies	✓		
3.2 Maintenance	**SASSA**	**LESSOR**	**Estimated cost per month**
3.2.1 Internal maintenance	✓	✓	
3.2.2 External maintenance	✓	✓	
3.2.3 Garden (if applicable)		✓	
3.2.4 Air-conditioning		✓	
3.2.5 Lifts		✓	

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3.2.6 Floor covering: Normal wear		✓	
3.3 Rates and Insurance	**SASSA**	**LESSOR**	**Estimated cost per month**
3.3.1 Municipal rates and Increases		✓	
3.3.2 Insurance & increases		✓	
3.3.3 SASRIA Insurance +Increase		✓	
3.4 Other Responsibilities	**SASSA**	**LESSOR**	**Estimated cost per month**
3.4.1 Contract Costs		✓	
3.4.2 Stamp Duty		✓	
3.4.3 Firefighting equipment		✓	
3.4.4 Cost of alterations		✓	

Note: SASSA is not prepared to accept responsibility for services or costs involved as per the grey areas (indicate where applicable)

Does the building comply with the National Building Regulations?	Yes ☐ No ☐

4. **NATIONAL BUILDING REGULATIONS** (Due to the desired space falling below the legislated minimum 1000m², SANEDI Energy Performance Certificate Requirements do not apply)

Electricity Compliance Certificate	Yes ☐ No ☐
Fire Regulation	Yes ☐ No ☐
Accessibility Regulation	Yes ☐ No ☐
Health and Safety Regulation	Yes ☐ No ☐

Name of owner /duly Authorised representative	Signature	**Date**

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Form-1: Resolution of board of Directors	✓
Form-2: Resolution of Board of Directors to Enter into a Consortia or Joint Venture	✓
Form-3: Special resolution of consortia or Joint Venture	✓
SBD-6.1: Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017	✓
Schedule-3: Bid Offer – Office Accommodation	✓
Compliance with all the Acts, Regulations and By-laws Governing the Built environment Certificate **Annexure E**	✓

BIDDERS SIGNATURE

Name of Bidder	**Signature**	**Capacity**	**Date**

17 ANNEXURE D

SPECIAL CONDITIONS

SPECIAL CONDITIONS OF CONTRACT

Bid no:		**Closing Date:**	
Advertising date		**Validity period:**	120 Days

1. Bids that are not accompanied by written proof, in the form of company resolutions or mandate agreements, that the bidder is authorised to offer the accommodation for leasing will not be considered.
2. The only or lowest offer will not necessarily be accepted.
3. SASSA is the sole adjudicator of the suitability of the accommodation for the purposes for which it is required. The Agency's decision in this regard will be final.
4. It is a requirement that the accommodation offered, including all equipment and installations, comply with the National Building Regulations and requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended. **A certificate of occupancy issued by the local authority with jurisdiction to this effect must be issued prior to occupation**.
5. Lettable areas have to be determined in accordance with the South African Property Owners Association (**SAPOA)** method for measuring floor areas in office buildings. In case of existing buildings the offer may not be considered if a certificate by an architect, certifying the area is not submitted.
6. The commencement date from which rental will be payable, or the lease shall begin is subject to the approval of SASSA.
7. The lease agreement and payment will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter at an amount of 6% starting at the beginning of the second year.
8. **No bids sent by email will be accepted.**
9. The bid form must not be retyped or redrafted, but photocopies may be used. Additional offers may be made but only on photocopies of the

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original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.

10. The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of SASSA in accordance with the norm document and/or specified and minimum requirements.
11. SASSA reserves the right to conduct reference checks. Site inspection will be conducted where bidders will be expected to prepare and produce all relevant documentation to enable the reference checks and site inspections to be carried out to SASSA's satisfaction.
12. SASSA reserves the right to award the bid in whole or partially.
13. SASSA reserves the right to cancel the bid, should it so desire, at any time and stage of the process.
14. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
15. SASSA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
16. Failure to comply with the above –mentioned conditions will invalidate a bid.

BIDDERS SIGNATURE

Name of Bidder	Signature	**Capacity**	**Date**

18 ANNEXURE E

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BYLAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY-LAWS GOVERNING THE BUILT ENVIRNOMENT CERTIFICATE

Bid no:		**Closing Date:**	
Advertising date		**Validity period:**	120 Days

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY-LAWS GOVERNING THE BUILT ENVIRNOMENT CERTIFICATE.

I _____ -duly authorised to represent _____(the bidders name) acknowledge that I as _____shall ensure that _____(description of the property in question) complies/ shall comply in every respect with the requirements of the following Acts, Regulations and By-laws

1. Occupational Health and Safety Act, 1992 (Act 85 of 1993)
2. The National Building Regulations and Building standards Act, 1977 (Act 103 of 1977)
3. The Municipal by-laws and any special requirements of the local supply authority
4. The local fire regulation, to guarantee/ensure the health and safety of all SASSA employees occupying this/these premises and the public visiting the premises for business or any other business.

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I furthermore agree to advise SASSA immediately in writing of any reason if I am unable to perform in terms of this agreement and to apply necessary corrective measures.

Name of owner or Duly Authorised representative	**Signature**	**Date**

1. Witnesses

Name of witness	**Signature**	**Date**

Name of witness	**Signature**	**Date**

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19 ANNEXURE F
UNDERTAKING IN RESPECT OF BUSINESS CONTINUITY PLAN (PROVISION OF BACK-UP WATER AND BACK-UP POWER)

Bid no:		**Closing Date:**		
Advertising date		**Validity period:**		120 Days

I_____- duly authorised to represent

_____(the bidders name) acknowledge that I as _____shall ensure that _____(description of the property in question) complies/ shall comply in every respect with SASSA's requirements for back-up water and back-up electricity as laid out in section 5.3 of this document. Where the property does not comply with SASSA requirements, I undertake to correct any deficiencies prior to occupation. Should I not correct any deficiencies prior to occupation, I authorise SASSA to install back-up water and back-up power equipment at its expense and to recoup the costs thereof in a manner that the organisation deems fit, including defraying the costs against monthly rental payments until such time that they have been fully recouped.

Name of owner or Duly Authorised representative	**Signature**	**Date**

1. Witnesses

Name of witness	**Signature**	**Date**

Name of witness	**Signature**	**Date**

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20 ANNEXURE G
USER NEEDS ANALYSIS

SERIAL NO	DESCRIPTION OF ROOM	PROPOSED PU	NORM PER PU	ASM	REMARKS
	ASSIGNABLE AREA (80%)				
	MANAGEMENT				
1	MANAGER (LEVEL 11)	1	12.00	12.00	
2	ASSISTANT MANAGER (LEVEL 9)	1	10.00	10.00	
	ADMINISTRATION				
3	TEAM LEADER (LEVEL 8)	2	8.00	16.00	
4	SENIOR GRANT ADMINISTRATOR (LEVEL 7)	4	8.00	32.00	
5	GRANT ADMINISTRATOR (LEVEL 6)	16	6.00	96.00	
6	ENROLLMENT OFFICIALS (LEVEL 5)	2	6.00	12.00	
7	MEETING ROOM	1	30.00	30.00	
8	INTERVIEW ROOM	2	8.00	16.00	
9	DOCTORS ROOM	1	12.00	12.00	DISABILITY BOOKING AND SCREENING ROOM
10	BACK OFFICE	1	30.00	30.00	BRM LOCKABLE CELLULAR OFFICE
11	TEA KITCHEN	1	8.00	8.00	DETERMINED BY NUMBER OF EMPLOYEES
12	STRONG ROOM	1	20.00	20.00	

13	CANTEEN	1	30.00	30.00	
14	STAFF LOCKERS	1	15.00	15.00	
15	STATIONERY ROOM	1	20.00	20.00	STATIONERY AND GRANT FORMS
16	RECEPTION AREA	1	20.00	20.00	
17	SERVER ROOM	1	12.00	12.00	
	PUBLIC SERVICE AREA				
18	BENEFICIARY WAITING AREA	50	1.20	60.00	INCLUDES ALL WAITING AREAS
19	CUBICLES	16	1.20	19.20	
20	AREA BEHIND OF CUBICLES	16	2.00	32.00	
21	AREA IN FRONT OF CUBICLES	16	3.00	48.00	
22	SECURITY ROOM	1	12.00	12.00	2 SECURITY OFFICIALS AND EQUIPTMENT
23	BABY CHANGING ROOM	1	10.00	10.00	
24	CLEANERS ROOM	1	12.00	12.00	
25	REGISTRY	1	40.00	40.00	
	OTHER ACCOMMODATION				
	ASSIGNABLE AREA		**ASM**	**624.20**	
26	NON ASSIGNABLE AREA (20%)			156.05	
	Backup power installation	1.00			
	Backup water installation	1.00			
	PARKING				
27	UNDER COVER PARKING	20			
28	LOCKABLE GARAGE				
	GROSS AREA			**780.25**	

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OTHER NEEDS					
Office Name		**Temba Local Office**			
Office location		**Temba CBD**			
Ablution Facilities					
Staff		**Male: Number required**			3
		Female: Number Required			3
Beneficiaries		**Male: Number Required**			8
		Female: Number Required			8
Nature of Access to the premises					Fulll Disability Access. Ramp or/and lifts to be provided for disabled and elderly.
Security					Burglar proofing to be complimented by high tech system and guards.
Air Conditioning					The entire premises should be air conditioned.
Power Ducting					To be allowed for in all work areas and offices and to support data cabling and IT telephony.
Safes					The building should allow for the keeping of at least two safes.

Regional Executive Manager
Date

Executive Manager: Corporate Services
Date

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