



DEVELOPMENT THROUGH PARTNERSHIP

REQUEST FOR PROPOSAL FOR THE PURCHASE OF SUITABLE OFFICE ACCOMMODATION (HEAD OFFICE) FOR THE CIDB

VOLUME 1 OF 5: INSTRUCTION TO BIDDERS

For cidb

Witness

Bidder

Witness

CHECKLIST OF RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below, the documents and schedules that form part of your response
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

	ITEM	MANDATORY	CHECK BOX (✓)
Annexure A.	Proof of ownership of building	✓	
Annexure B.	Building Details	✓	
Annexure C.	Proof of building classification	✓	
Annexure D.	Building layouts	✓	
Annexure E.	Space planning layouts	✓	
Annexure F.	Accessibility		
Annexure G.	Safety and security		
Annexure H.	Building Condition and maintenance Plan		
Annexure I.	ISP connectivity coverage map/ similar document		
Annexure J.	Fit out plans		
Annexure K.	Marked up Offer to Purchase		
Annexure L.	Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears)		
Annexure M.	Up to date Levy Statement not older than three (3) months and not over three (3) months in arrears) (if property in an office block)		
Annexure N.	Declaration of any liens against the property		
Annexure O.	A schedule of legal/litigation disputes involving the property (pending)		
Annexure P.	Declaration of threatened litigation (involving the property)		
Annexure Q.	Security agreement or guarantees involving the property		

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FOR THE CIDB**

	ITEM	MANDATORY	CHECK BOX (✓)
Annexure R.	Declaration of any other material information that cidb may need to know involving the property		
Annexure S.	Declaration of existing occupants/tenants in the building and plan to exit from existing agreements		
Annexure T.	Certificate of Compliance		

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1 GLOSSARY OF TERMS

For purposes of this document, the following definitions are used and all references to legislation are to legislation as amended from time to time:

- 1.1 **“BBBEE”** has the meaning defined in the Broad Based Black Economic Empowerment Act, Number 53 of 2003;
- 1.2 **“Bid”** means a proposal submitted by a Respondent in response to this RFP;
- 1.3 **“Bidder”** means an owner/entity/ joint venture/ consortium who having received the RFP intends to respond thereto by submitting a proposal;
- 1.4 **“Black People”** has the meaning defined in the Broad Based Black Economic Empowerment Act 53 of 2003;
- 1.5 **“Commercial Close”** means the date of signature of the Offer To Purchase Agreement for the Project, and if signed on different dates, the last of such dates;
- 1.6 **“Consortium”** means any group of persons wishing to be considered for the provision of the Services required under this RFP, irrespective of whether there is any formal agreement between them;
- 1.7 **“Constitution”** means the Constitution of the Republic of South Africa, Act 108 of 1996;
- 1.8 **“Conveyancer”** means the property attorney that will attend to the transfer of the property as per Volume 2.
- 1.9 **“cidb”** means the Construction Industry Development Board;
- 1.10 **“Financial Close”** means the date, following Commercial Close, on which the last of the condition’s precedent in the Offer To Purchase Agreement is fulfilled, or waived, as the case may be;
- 1.11 **“Financial Institution”** means a bank as defined in section 1 of the Banks Act Number 94 of 1990, any pension fund or provident fund registered in terms of the Pension Funds Act, Number 24 of

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1956, as amended from time to time, any unit trust scheme as defined in section 1 of the Unit Trusts Control Act, Number 54 of 1981, any long-term insurer as defined in section 1 of the Long Term Insurance Act, Number 52 of 1998, or any short-term insurer being a person registered, or deemed to be registered, as a short-term insurer in terms of the Short-Term Insurance Act, Number 53 of 1998;

- 1.12 **“Government”** means the Government of South Africa constituted in terms of the Constitution, any one or more of the three spheres of Government being national, provincial and municipal;
- 1.13 **“Location”** means greater Pretoria as per the attached map in clause 12.
- 1.14 **“Management Control”** means, in relation to any enterprise, the ability to direct or cause the direction of the business and management policies or practices of the enterprise;
- 1.15 **“Major Routes”** means a class 2, 3 or 4 road classification as per TRH 26 of the South African Road Classification and Access Manual;
- 1.16 **“Member”** means, with respect to a Respondent, which is a Consortium, each member thereof, including each Relevant Entity
- 1.17 **“PFMA”** means the Public Finance Management Act, Number 1 of 1999;
- 1.18 **“Offer To Purchase Agreement”** means the agreement to be entered into by the cidb with the successful bidder for the Purchase of Suitable Office Accommodation for the Head Office as contemplated in Volume 2: Offer To Purchase Agreement, of the RFP documentation;
- 1.19 **“Project”** means the purchase of the suitable Office Accommodation for the Head Office of cidb under the proposed Offer To Purchase Agreement;
- 1.20 **“Project Officer”** The Officials authorised by the cidb to interact with Respondents for this RFP as named in this document;

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- 1.21 **“Respondent”** means owner/ entity/ joint venture/ consortium responding to the RFP;
- 1.22 **“RFP”** means the request for proposal issued by the cidb which is made up of the following:
- (i) Volume 1 of 5: Instructions to Bidders,
 - (ii) Volume 2 of 5: Offer To Purchase Agreement,
 - (iii) Volume 3 of 5: Technical Output Specifications,
 - (iv) Volume 4 of 5: Fit Out Agreement, and
 - (v) Volume 5 of 5: SBD Forms.
- 1.23 **“Successful Bidder”** means the Respondent who following evaluation of its proposal in response to the RFP is selected by the cidb as the party with whom to conclude the Offer To Purchase Agreement;
- 1.24 **“Transaction Advisor”** means the transaction advisors appointed by the cidb, to provide advisory services in relation to the Project;
- 1.25 **“ZAR” or “Rand(s)”** means the South African Rand, being the official currency of South Africa.

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2 IMPORTANT NOTICE

- 2.1 The cidb provides the information which is contained in or sent with this RFP or which is made available in connection with any further enquiries or in subsequent Briefing Notes, in good faith.
- 2.2 This document (which expression shall include all other information, written or oral, made available during the procurement process) is being made available by the cidb to potential Respondents on the condition that it is used solely for this procurement process and for no other purpose. The cidb is not obliged to accept any response to this RFP.
- 2.3 This RFP describes the process, programme and anticipated timetable relating to the procurement of the Project and the requirements of the cidb.
- 2.4 Respondents to this RFP will be deemed to have satisfied themselves as to the authority of the cidb to procure the Project and to be fully acquainted with the laws of South Africa (including without limitation all statutes and regulations on a national, provincial and municipal level).
- 2.5 Respondents are therefore, at any stage of the Project, not entitled to request any additional information, advice or opinion from any of the Transaction Advisors of the cidb.
- 2.6 The recipient should not consider this RFP as an investment recommendation by the cidb, its officials, employees or any of its advisors.
- 2.7 Each Respondent to whom this RFP (and other related documents) is made available must make his, her or its own independent assessment of the Project.
- 2.8 While reasonable care has been taken in preparing this RFP and other related documents, it does not purport to be comprehensive or to have been verified by the cidb, its officials, employees, advisors or any other person. The cidb, its officials, employees or any of its advisors do not accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in this RFP or other related documents.
- 2.9 No representation or warranty, express or implied, is or will be given by the cidb, or any of its officers, employees, servants, agents or advisors with respect to the information or opinions contained in this RFP or other related documents. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.
- 2.10 The cidb reserves the right to amend, modify or withdraw this RFP, or to amend, modify or terminate any of the procedures or requirements of the RFP at any time

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and from time to time, without prior notice and without liability to compensate or reimburse any Respondent.

- 2.11 If any Respondent or Bidder, its employees, advisors or agents make or offer to make any gift to any public official or employee of the cidb, consultant or Transaction Advisors to the cidb on the Project either directly or through an intermediary then, such Bidder or Respondent will be disqualified forthwith from participating in the procurement of the Project or the Project.

3 RESPONDENTS' DUE DILIGENCE

- 3.1 Respondents must perform an appropriate due diligence on all technical, legal, financial, environmental, town planning, heritage and other matters relevant to the Project to enable Respondents to submit proposals that are based on verified and accurate information.
- 3.2 Upon receipt of proposals from Respondents, the cidb will assume that the Respondent has sufficiently familiarized themselves with the content of the RFP, its volumes, schedules and related annexures.

4 COMPULSORY BRIEFING SESSION

- 4.1 Bidders are required to attend a compulsory briefing session on:

Date: **20 February 2020**

Venue: **cidb Head Office, SABS Campus, Block N & R, 2 Dr Lategan Road, Groenkloof, Pretoria**

Time: **11h00**

5 BID DOCUMENTS

- 5.1 RFP documents, are obtainable from the cidb website: www.cidb.org.za

6 SUBMISSION OF PROPOSALS

- 6.1 **Closing date**



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Respondents must submit their proposals on the **06 March 2020** not later than **11h00** at **Reception, cidb Head Office, SABS Campus, Block N & R, 2 Dr Lategan Road, Groenkloof, Pretoria** in the **Tender Box**.

Faxed and Emailed submissions will not be accepted.

6.2 Postponement of closing date

The cidb reserves the right to postpone the submission date as indicated in Clause 6.1 above, however, Respondents should not pre-empt or rely on any postponements of the submission date as the cidb does not foresee any reasons for postponement at this stage.

6.3 Late submissions

No late submissions will be accepted by the cidb.

6.4 Incomplete submissions

Incomplete submissions, namely submissions that do not contain a response as contemplated in this RFP will be marked as incomplete, and may, at the cidb's sole discretion, be rejected.

6.5 Proposals to be considered

Only proposals submitted by Bidders will be considered for evaluation.

6.6 Correction of Errors

The complete Proposals shall be submitted without alterations, erasures or omissions, except those to accord with instructions issued by the Project Officer through Briefing Notes, in which case, such corrections shall be initialled in black ink by the person or persons signing the proposal.

6.7 Amendments to Proposals

The cidb reserves the right, subject to compliance with legal administrative requirements, to request and accept any amendment to or modification of any aspect of any proposal from any selected or Successful Bidder at any time.

6.8 Cost of Submitting Proposals

6.8.1 Each Respondent, its relevant entities or any other person shall bear all costs associated with the preparation and submission of its proposal(s), including all its own costs incurred on any of the stages in the procurement process.

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- 6.8.2 Should the process be terminated at any stage as a result of it being tainted by the corrupt activities of one or more of the Respondents and/or Member(s) whether in breach of the provisions of this RFP or other applicable legal requirements, then the cidb shall have the right to recover from the said Respondent and/or Member(s) whose conduct has tainted the process any other damages or costs to the cidb flowing from such termination.

7 RFP LIAISON STRUCTURE

- 7.1 The cidb has implemented a liaison structure whereby the Project has been allocated a Project Officer, Elenore Downing.

- 7.1.1 Respondents are advised to address all correspondence relating to this Project to the following people as indicated below:

Technical Queries: Elenore Downing

Telephone: +27(12) 482 7212

E-mail: ElenoreVR@cidb.org.za

Bidding Process: Sphiwe Mlangeni

Telephone: +27(12) 482 7328

E-mail: SphiweM@cidb.org.za

- 7.1.2 All correspondence from the Respondent should be addressed to the Project Officer and must be signed by an authorised person or persons, legally binding the Respondent. All such signatures must indicate the name(s) of the person(s) signing them, their position(s) and the name of their organisation.
- 7.1.3 Any additional information, responses to queries and/or changes to the RFP will be communicated to Respondents in the form of Briefing Notes. Respondents are advised to ensure that they have received all issued Briefing Notes.
- 7.1.4 Bidders may ask for clarification on this RFP invite up to 5 (five) business days before the closing date specified for this RFP.



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8 GENERAL PROPOSAL REQUIREMENTS

8.1 Format of Proposals

8.1.1 Signing requirements of a single entity

8.1.1.1 Where the Respondent is a single legal entity, the principal or person(s) duly authorised to legally bind the legal entity concerned shall sign the original proposal. Each such person or persons shall be properly authorised to sign such documentation by way of a formal resolution by the board of directors

8.1.1.2 , or its equivalent, of the organisation concerned. Copies of such an authorisation, authorising the signatory to the proposal, resolution, properly dated, must accompany each proposal in the format provided in the RFP.

8.1.1.3 In addition, the signatory shall make a written declaration to the effect that all documentation signed by him or her is factually correct and true.

8.1.2 Signing requirements of a consortium or joint venture

8.1.2.1 Proposals submitted by a consortium or a joint venture shall be signed by the lead Member so as to legally bind all the constituent members of the consortium.

8.1.2.2 Proof of the authorisation of the lead Member to act on behalf of the consortium or a joint venture shall be included in the proposal submitted.

8.1.2.3 The lead Member shall be the only authorised party to make legal statements and receive instruction for and on behalf of any and all partners of the consortium or the joint venture.

8.1.2.4 A copy of the agreement entered into by the consortium partners or the joint venture partners for the formation of the consortium or joint venture shall be submitted with the Proposal.

8.1.2.5 The consortium/joint venture must submit a consortium/joint venture BBEE certificate.

8.1.2.6 In addition, every signatory shall make a written declaration to the effect that all documentation signed by him or her is factually correct and true.



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8.1.3 Format of submissions

8.1.3.1 Respondents are requested to submit their bids in a clearly structured way. All parts of the proposal are to be clearly headed, pages should be numbered, and a detailed content listing is to be provided. The bids should follow a consistent numbering system (volumes, sections, headings, paragraphs, sub-paragraphs, etc.) that allows for easy cross-referencing, both within the proposal and also in terms of clarification questions, etc.

8.1.3.2 All proposals should be submitted in the format as prescribed (in PDF and MS Word or Microsoft compatible products) and according to the following instructions:

8.1.3.2.1 **1 (one) original** printed and in an arch lever file and **4 (four) hard copies** in arch lever files thereof clearly marked as 'original', and each copy marked as 'copy 1', 'copy 2', etc); and full **1 (one) electronic copy** saved in a memory stick clearly marked.

8.1.3.2.2 Only proposals completed in English will be accepted.

8.1.3.2.3 The onus is on the Respondent to submit all relevant information.

8.1.3.2.4 Respondents must warrant that copy 1, 2, 3 and 4 and together with the electronic copy, are identical to the submitted original and accept that any inconsistency between the original submission and any copy(ies) will be at their sole risk.

8.1.3.2.5 Respondents are nonetheless requested to avoid unnecessary duplication or repetition of information, and not to submit irrelevant information.

8.1.3.2.6 A cover letter with contact details for the authorised person representing the lead Member should be submitted.

8.1.4 Identification of Proposal document



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8.1.4.1 Bidders should prepare and submit proposals that are clearly and visibly identifiable as a **Proposal for Tender Number RFB60065** and include the following information on the outside of the Proposal:

- Name of the Bidder;
- Tender number;
- Bid description;
- “Original” or “Copy” clearly indicated;
- Date of submission; and
- Identification of each Proposal parcel.

8.1.4.2 Each and every Proposal parcel included in the proposal document should clearly indicate the following information:

- Name of Bidder;
- Tender number;
- Bid description;
- “Original” or “Copy” clearly indicated; and
- Parcel identification including volume description

8.2 Standard Proposals to be Submitted

Bidders should prepare and submit a standard Proposal that includes amongst other things the Essential Minimum Requirements described below.

9 PROPOSAL VALIDITY

9.1 Validity Period

Proposals shall remain valid and open for acceptance for a period of 3 (**three**) **months from** the closing date, and any agreed extension of the validity period.

9.2 Extensions to the Validity Period

The cidb may, in exceptional circumstances, request the Respondent for an extension of the validity period, prior to the expiry of the original proposal validity period. The request and the response thereto shall be made in writing. A Respondent agreeing to the request will not be permitted to modify its Proposal.

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10 PROJECT BACKGROUND

- 10.1 The Construction Industry Development Board (cidb) is a Schedule 3A public entity that was established by Act of Parliament (Act 38 of 2000). The cidb Head Office is currently leased and situated on the SABS Campus in Groenkloof, Pretoria.
- 10.2 The cidb head office and the Gauteng Provincial office are located in the City of Tshwane Metropolitan Municipality. The cidb is currently located in Block N&R, SABS Campus, 2 Dr Lategan Rd, Groenkloof, Pretoria, South Africa, refer to
- 10.3 Figure 10-1.

Figure 10-1: cidb current head office Location



- 10.4 The cidb is seeking to relocate and has resolved to outrightly purchase a suitable property for the cidb Head Office in Pretoria.
- 10.5 The cidb head office currently operates on a month to month lease and the provincial offices operate under separate agreements with Provincial Departments of Public Works. This situation is far from ideal. After 15 years of the cidb being operational this situation is required by the cidb to be stabilised. Stakeholders have to travel large distances in order to obtain cidb services. Furthermore, the actual offices do not support a high-performance environment and exposes cidb to safety risks.
- 10.6 In order to deliver on the mandate of the cidb and to optimize services to stakeholders, it is critical that the cidb office infrastructure is adequate.
- 10.7 The cidb has therefore resolved to acquire new accommodation for the cidb head office through the purchase of an existing building. The cidb has prepared Office space requirements for the head office as set out in this Terms of Reference.
- 10.8 The cidb engaged an independent Transaction Advisor in respect of the Project, to advise the cidb in the procurement process with whom to conclude the Purchase Agreement.

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10.9 Understanding User Needs

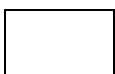
- 10.9.1 The building must comprise of approximately 5000-6000 m² (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices. The square meters indicate the intended offices, workspace, support- and special areas provided in the new cidb Head Office Accommodation -Volume 3.
- 10.9.2 The parking for the building should conform to the Tshwane minimum requirements of 4 parking bays per 100m² GLA.
- 10.9.3 The office accommodation should cater for a combination of general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets) and enclosed offices for identified persons.
- 10.9.4 No warehouse or industrial type buildings will be accepted.
- 10.9.5 The architectural output specifications are highlighted in Volume 3 Section 3(B).
- 10.9.6 The new cidb Head Office Accommodation should have the capacity to accommodate over 266 people.
- 10.9.7 The accommodation schedule general and room data sheets are included in Volume 3: Section 3 C, G and H.
- 10.9.8 The new cidb Head Office Accommodation will furthermore incorporate design, construction and operational practices that will significantly reduce or eliminate the negative impact of the development on the environment and people. The building will be energy efficient, resource efficient and environmentally responsible.

10.10 Rationale for the Project

The procuring of cidb Head Office Building addresses the need of providing for the purchase of a quality office facility including the fit out as described in this document.

10.11 Project Objectives and Goals

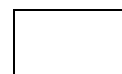
- 10.11.1 The primary objective of issuing this RFP is for the cidb to conclude an Offer To Purchase Agreement with a suitably qualified Successful Bidder.
- 10.11.2 The Project is planned to actively promote a range of cidb objectives.
- 10.11.3 The cidb has identified Project goals which are imperative to the development of the Project.



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10.11.4 The Project goals are as follows:

10.11.4.1 procurement of a cost effective, consolidated and compliant working environment within an optimal project structure.

10.11.4.2 successful achievement of the Volume 3: Technical Specifications developed for the Project.

10.11.5 That the Successful Bidder will carry out the full fit out, space planning, preliminary and final design and construction for the purpose of a refurbished office environment.

11 LEGAL FRAMEWORK OF THE PROJECT

11.1 It is the intention of the cidb upon receipt of proposals to consider and evaluate the proposals from Respondents, Successful Bidder, having regard to the extent to which each proposal is likely to achieve the Project objectives and goals, applying the qualification and evaluation criteria set out below.

11.2 Finalising the Offer To Purchase Agreement

11.2.1 Respondents may only make comments and mark-up the Offer To Purchase Agreement (**Volume 2**) on commercial issues. In the event that Respondents have made any such comments or mark-ups their response should be attached as **Annexure K** (Comments and Mark-ups on Commercial Issues).

11.2.2 Mark-ups and Comments to the Offer To Purchase Agreement should be marked-up and presented electronically in MS Word format, 2003 version or later on the memory stick together with the full response as per clause 8.1.3.

11.2.2.1 Documents should be marked up with track changes, documents that have not been marked-up with tracked changes will be not be considered.

11.2.2.2 Each mark-up is to be motivated by way of a consecutively numbered footnote to the change.

11.2.2.3 word processor changes should be in the following format:

11.2.2.3.1 deletion - strike through and tracked.

11.2.2.3.2 insertions - underlined, in bold and tracked.



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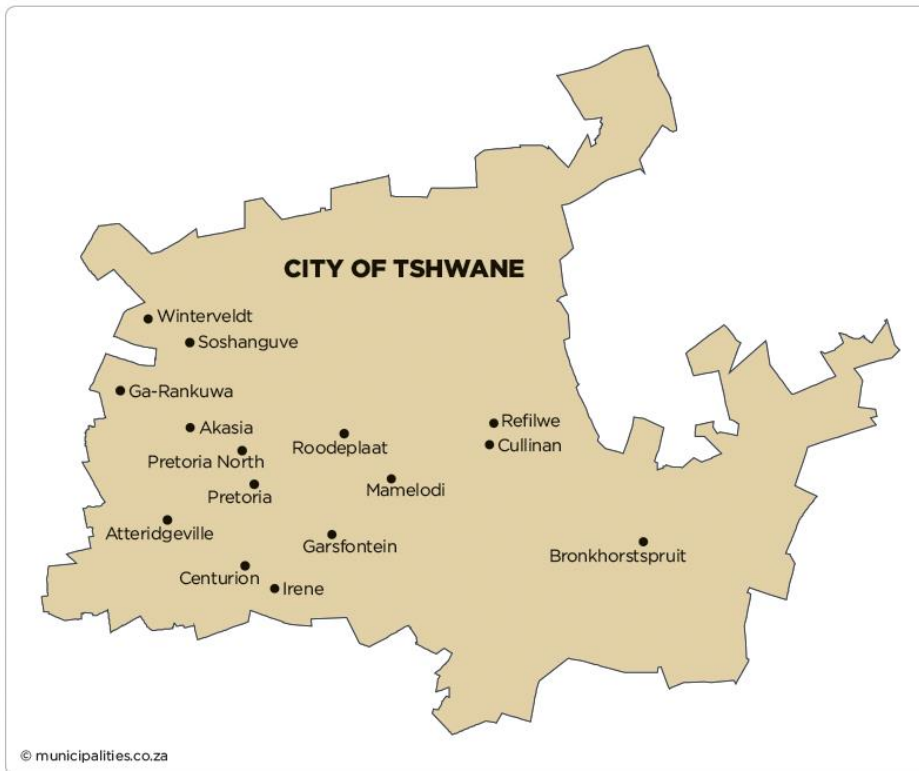
11.2.2.3.3 comments/ reasons for changes - footnote, to be inserted immediately after the proposed change, and inserted as an "Insertion" (i.e. underlined, in bold and tracked).

11.2.2.4 Bidders are not allowed to re-number any provisions of the Offer To Purchase Agreement.

11.2.3 Bidders must submit details of their preferred Conveyancer, together with a quote for the cost of transfer and proof of trust account banking details, into which monies for the purchase price including transfer and conveyancing costs will be paid.

12 LOCATION

Means the greater Pretoria.



13 OUTPUT SPECIFICATIONS OF THE PROJECT



For cidb



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Volume 3 of the RFP document which sets out the specific requirements for the cidb head office accommodation which includes the space, architectural, structural requirements, space planning requirements and fit out requirements

14 PROJECT PROCUREMENT PROCESS AND PROGRAMME

14.1 Procurement Process

14.1.1 The Project procurement process philosophy is based, amongst other things, on the following considerations:

- 14.1.1.1 an accelerated procurement strategy being adopted.
- 14.1.1.2 extensive Respondent interaction at an early stage being introduced.
- 14.1.1.3 curtailed negotiation phase with prompt Financial Close being pursued by the cidb; and
- 14.1.1.4 Respondent commitment to the Financial Close programme.

14.1.2 The Project procurement process consists of the following phases:

- 14.1.2.1 issuance of the RFP.
- 14.1.2.2 submission of Respondents' proposals.
- 14.1.2.3 evaluation of proposals.
- 14.1.2.4 negotiations.
- 14.1.2.5 selection and announcement of Successful Bidder.

14.2 Meetings

14.2.1 Respondent meetings:

- 14.2.1.1 In order to ensure that the submission date deadline is met and to enable well thought through and thorough proposals, the procurement process envisages on-going interactions with Respondents that are structured in such a way so as to not prejudice the process or compromise the competitive position of any Respondent, but that will enable transparency and a competitive outcome that will benefit the cidb.

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14.2.1.2 Prospective Respondents will be required to attend a compulsory briefing session on the Project.

14.2.2 Further meetings:

The cidb reserves the right to arrange Respondent interviews to further clarify matters relating to submitted proposals.

14.2.3 Briefing Notes

All information in written form provided on an ad hoc basis by the cidb whether in response to a query or otherwise will be issued in the form of a Briefing Note. Briefing Notes will be sequentially numbered. It will be the responsibility of each Respondent to ensure that it refers to and takes account of such Briefing Note(s) in any submission(s) to the cidb, or its proposal. Briefing Notes will be provided electronically to Bidders.

14.3 Project Procurement Programme

14.3.1 The procurement of the Successful Bidder, will be undertaken in a single phase, being the RFP phase, which may be at the discretion of the cidb.

14.3.2 The dates and milestones below are a guideline of the Project procurement program and are subject to change at the discretion of the cidb.

	Milestones	Date
1.	Issue of RFP documentation	14/02/2020
2.	Compulsory briefing session	20/02/2020
3.	Final date to submit queries	28/02/2020
4.	Closing date of RFP	06/03/2020

15 MANDATORY RESPONSE REQUIREMENTS

15.1 The bidder’s proposals must include requirements outlined herein, failure to do so will result in the disqualification of your bid.

15.1.1 Proof of ownership of the building in the form of the either of the following: Title Deed or Bank Documents (if property still bonded) and Deeds office property search print out (most recent, not more than 1 (one) month old).

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- 15.1.2 the Bidder must be the owner or have the legal mandate to negotiate the sale and the selling of the Building. A copy of the mandate together with documentation as per 15.1.1.
- 15.1.3 The building must be within the greater Pretoria areas as per clause 12.
- 15.1.4 The building should be A-grade as per accepted building classifications according to definitions as set out by South African Property Owners Association (SAPOA).
- 15.1.5 Must be a stand-alone building or in an office park.
- 15.1.6 The building must comprise a minimum of 5 000 m² (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices.
- 15.1.7 The Bidder must provide space planning and building layouts.

16 QUALIFICATION AND EVALUATION

16.1 Evaluation Structure

16.1.1 The cidb has formed a series of bodies to undertake the evaluation process against the stated evaluation criteria. There will be a 3 (three) tier approach, being:

16.1.1.1 the Bid Evaluation Committee, comprised of officials from the cidb and any other government official(s) or external expert(s), who may be appointed by the accounting officer in writing, to provide professional advice and input regarding the, technical, financial, and BBBEE aspects of the proposals, reporting to the Bid Adjudication Committee. The Bid Evaluation Committee, assisted by its sub-committees on technical, financial, and BBBEE aspects, shall evaluate the proposals received from the Respondents, considering the inputs, reports and advice, if any, from the Transaction Advisors of the cidb.

16.1.1.2 the Bid Adjudication Committee comprised of the cidb's officials and any other government official(s) or external specialist(s) or expert(s) will consider the recommendations from the Bid Evaluation Committee on the Successful Bidder. The Bid Adjudication Committee will, on the basis of the recommendations received from the Bid Evaluation Committee,

For cidb

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Bidder

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further recommend to the Accounting Officer the outcome of the Bid Evaluation Committee’s report.

16.1.1.3 The Accounting Officer shall, after taking into consideration inputs and conclusion(s) of the Bid Evaluation Committee, recommendation of the Bid Adjudication Committee and input professional advice, make a determination which Respondent, if any, is to be awarded Successful Bidder status.

16.1.2 The Accounting Officer reserves the right to modify and amend the above procedures, subject to applicable law at its discretion in appropriate circumstances. Bidders will be notified of any material changes.

16.2 Evaluation Approach

16.2.1 The cidb has adopted a 4 (four) stage approach in assessing, analysing and evaluating Proposals, being:

16.2.1.1 **First stage:** Administrative. / Mandatory Requirements

16.2.1.2 **Second stage:** Functionality and site visit

16.2.1.3 **Third stage:** Price and B-BBEE

16.2.1.4 **Fourth stage:** Due Diligence

16.3 First stage: Administrative/Mandatory Requirements

The Bidders must fully comply with the Mandatory requirements and those bidders who fail to comply will be disqualified from the process.

16.4 Second stage: Functionality and Site Visit

16.4.1 The purpose of application of qualification criteria is to determine the functionality of each proposal by assessing the quality and the robustness thereof.

16.4.2 Below is a detailed breakdown of the scoring criteria for each individual proposal:

TECHNICAL CRITERIA	SCORE
SPACE REQUIREMENTS	20

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TECHNICAL CRITERIA	SCORE																						
<p>(i) Layouts assessment: bidder to provide indicative space planning layout for the building proposed as per Volume 3 of 5 Table 1 page 14 and 15 focusing work, support, public and shared space.[15]</p> <table border="1"> <thead> <tr> <th>Sub-criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>More than 8 omissions from cidb schedule of accommodation</td> <td>0</td> </tr> <tr> <td>8 omissions from cidb schedule of accommodation</td> <td>3</td> </tr> <tr> <td>6 omissions from cidb schedule of accommodation</td> <td>6</td> </tr> <tr> <td>4 omissions from cidb schedule of accommodation</td> <td>9</td> </tr> <tr> <td>2 omissions from cidb schedule of accommodation</td> <td>12</td> </tr> <tr> <td>All items as per cidb schedule of accommodation are included in space plans</td> <td>15</td> </tr> </tbody> </table> <p>(ii) Parking bays on site and adjacent [5]</p> <table border="1"> <thead> <tr> <th>Sub-criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>< 3 parking bays per 100 m² GLA</td> <td>0</td> </tr> <tr> <td>3 parking bays per 100 m² GLA</td> <td>3</td> </tr> <tr> <td>4 parking bays per 100 m² GLA</td> <td>5</td> </tr> </tbody> </table>	Sub-criteria	Score	More than 8 omissions from cidb schedule of accommodation	0	8 omissions from cidb schedule of accommodation	3	6 omissions from cidb schedule of accommodation	6	4 omissions from cidb schedule of accommodation	9	2 omissions from cidb schedule of accommodation	12	All items as per cidb schedule of accommodation are included in space plans	15	Sub-criteria	Score	< 3 parking bays per 100 m ² GLA	0	3 parking bays per 100 m ² GLA	3	4 parking bays per 100 m ² GLA	5	
Sub-criteria	Score																						
More than 8 omissions from cidb schedule of accommodation	0																						
8 omissions from cidb schedule of accommodation	3																						
6 omissions from cidb schedule of accommodation	6																						
4 omissions from cidb schedule of accommodation	9																						
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All items as per cidb schedule of accommodation are included in space plans	15																						
Sub-criteria	Score																						
< 3 parking bays per 100 m ² GLA	0																						
3 parking bays per 100 m ² GLA	3																						
4 parking bays per 100 m ² GLA	5																						
<p>ACCESSIBILITY</p> <p>Bidder to show adherence to Volume 3 of 5 section 2 E</p> <p>(i) Prominent, visible and easy to find from major routes; (ii) Easily accessible to public and employees; (iii) Within 2 kms of Public Transport routes.</p> <table border="1"> <thead> <tr> <th>Sub-criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Fulfil 0 of 3 of the above criteria</td> <td>0</td> </tr> <tr> <td>Fulfil 1 of 3 of the above criteria</td> <td>3</td> </tr> <tr> <td>Fulfil 2 of 3 of the above criteria</td> <td>7</td> </tr> <tr> <td>Fulfil 3 of 3 of the above criteria</td> <td>10</td> </tr> </tbody> </table>	Sub-criteria	Score	Fulfil 0 of 3 of the above criteria	0	Fulfil 1 of 3 of the above criteria	3	Fulfil 2 of 3 of the above criteria	7	Fulfil 3 of 3 of the above criteria	10	10												
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Fulfil 3 of 3 of the above criteria	10																						

For cidb

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Bidder

Witness

TECHNICAL CRITERIA	SCORE														
<p>SAFETY & SECURITY</p> <p>Bidder to show adherence to BB5 (Security) per Volume 3 of 5 on page 24 [10]</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Sub-criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>More than 8 omissions from Security requirements as per BB5</td> <td style="text-align: center;">0</td> </tr> <tr> <td>8 omissions from Security requirements as per BB5</td> <td style="text-align: center;">2</td> </tr> <tr> <td>6 omissions from Security requirements as per BB5</td> <td style="text-align: center;">4</td> </tr> <tr> <td>4 omissions from Security requirements as per BB5</td> <td style="text-align: center;">6</td> </tr> <tr> <td>2 omissions from Security requirements as per BB5</td> <td style="text-align: center;">8</td> </tr> <tr> <td>All items as per Security requirements as per BB5</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Sub-criteria	Score	More than 8 omissions from Security requirements as per BB5	0	8 omissions from Security requirements as per BB5	2	6 omissions from Security requirements as per BB5	4	4 omissions from Security requirements as per BB5	6	2 omissions from Security requirements as per BB5	8	All items as per Security requirements as per BB5	10	10
Sub-criteria	Score														
More than 8 omissions from Security requirements as per BB5	0														
8 omissions from Security requirements as per BB5	2														
6 omissions from Security requirements as per BB5	4														
4 omissions from Security requirements as per BB5	6														
2 omissions from Security requirements as per BB5	8														
All items as per Security requirements as per BB5	10														
<p>BUILDING CONDITION AND MAINTENANCE PLAN</p> <p>(i) Age and refurbishment history of the proposed building, (ii) Generator and UPS provided, maintenance records and age, (iii) Water tank/s integrated into the building water supply system, (iv) LED lighting and energy efficiency, and (v) Maintenance Plan including any maintenance and renovation costs to bring the building up to legal standards, i.e. CoC, aircon refurb, lift maintenance, et al</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Sub-criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Fulfil 0 of 5 of the above criteria</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Fulfil 1 of 5 of the above criteria</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Fulfil 2 of 5 of the above criteria</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Fulfil 3 of 5 of the above criteria</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Fulfil 4 of 5 of the above criteria</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Fulfil 5 of 5 of the above criteria</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Sub-criteria	Score	Fulfil 0 of 5 of the above criteria	0	Fulfil 1 of 5 of the above criteria	4	Fulfil 2 of 5 of the above criteria	8	Fulfil 3 of 5 of the above criteria	12	Fulfil 4 of 5 of the above criteria	16	Fulfil 5 of 5 of the above criteria	20	20
Sub-criteria	Score														
Fulfil 0 of 5 of the above criteria	0														
Fulfil 1 of 5 of the above criteria	4														
Fulfil 2 of 5 of the above criteria	8														
Fulfil 3 of 5 of the above criteria	12														
Fulfil 4 of 5 of the above criteria	16														
Fulfil 5 of 5 of the above criteria	20														
<p>FIBRE CONNECTIVITY</p>	5														



For cidb



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Bidder



Witness

TECHNICAL CRITERIA			SCORE										
	Sub-criteria	Score											
	Not in a fibre enabled area and/or building not connected	0											
	Fibre enabled area and building connected	5											
<p>FIT OUT PLANS</p> <p>Ability to comply with the cidb Space Requirements, measured in terms of estimated cost (in Rm) to fit out the building to comply with the cidb Space Requirements:</p> <p>Detailed fit out work programme, a breakdown of all costs to be incurred per m² and the overall fit out costs. [10] points AND</p> <table border="1"> <thead> <tr> <th>Sub-criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Fit out costs more than R15m</td> <td>0</td> </tr> <tr> <td>Fit out costs greater than R12m up to R15m</td> <td>5</td> </tr> <tr> <td>Fit out costs between R9m to R12m</td> <td>10</td> </tr> <tr> <td>Fit out costs less than R9m</td> <td>15</td> </tr> </tbody> </table>			Sub-criteria	Score	Fit out costs more than R15m	0	Fit out costs greater than R12m up to R15m	5	Fit out costs between R9m to R12m	10	Fit out costs less than R9m	15	25
Sub-criteria	Score												
Fit out costs more than R15m	0												
Fit out costs greater than R12m up to R15m	5												
Fit out costs between R9m to R12m	10												
Fit out costs less than R9m	15												
<p>LEGAL REQUIREMENTS</p> <p>(i) Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears) OR</p> <p>(ii) Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears) Or up to date Levy Statement not older than three (3) months and not over three (3) months in arrears) (if property in an office block) [3]</p> <p>(iii) No liens against the property [1]</p> <p>(iv) No legal/litigation disputes involving the property (pending) [1]</p> <p>(v) No threatened litigation (involving the property) [1]</p> <p>(vi) No security agreement or guarantees involving the property [1]</p> <p>(vii) No material information that cidb may need to know involving the property [1]</p>			10										

For cidb

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Bidder

Witness

TECHNICAL CRITERIA	SCORE
(viii) No existing occupants/tenants in the building or plan to exit from existing agreements [2]	
SUB-TOTAL	100

Bidders from the second stage who will have scored 70 points, or more will qualify for a site visit to verify the information submitted before they move on to the third stage of evaluation.

16.5 Third Stage: Price and BBBEE

16.5.1 Subsequent to the evaluation of essential minimum Criteria and functional criteria, the third stage of evaluation of the Bids will be in respect of price and preferential procurement only.

16.5.2 Price proposals should be submitted in South African Rand including Value Added Tax (**VAT**)

16.5.3 The bidder shall provide the price proposal as follows:

(A) Total size of building in m ²	m ²
(B) Cost of building per m ²	R
(C) Total cost of building (A x B)	R
(D) VAT if applicable	R
(E) All legal costs of and incidental to the transfer of the property	R
(F) Total Price (C+D+E)	R

16.5.4 PLEASE NOTE:

16.5.4.1 THE BIDDERS PRICE PROPOSAL SHOULD NOT INCLUDE FIT OUT COSTS.

16.5.4.2 BIDDERS THAT OMIT AN ITEM FROM THE PRICING SCHEDULE CANNOT ADD THE ITEM ONCE THE TENDER HAS BEEN AWARDED.



For cidb



Witness



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- 16.5.5 The tenders will be evaluated on the basis of the point system as stipulated in the PPPFA. The bidder who achieves the highest total points out of 100 (hundred) will be recommended by the Bid Evaluation Committee (BEC) as the preferred tenderer. In compliance with the Preferential Procurement Regulations 2017, the 80/20 principle will apply for tender prices between the threshold of R30 000 (thirty thousand) to R50 000 000 (fifty million). The 90/10 principle will apply for tender prices with a Rand value above R 50 000 000 (fifty million).
- 16.5.6 Where it is unclear which preference points system will be applicable, 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.
- 16.5.7 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 16.5.8 The cidb reserves the right to negotiate price with the preferred bidder.

16.6 Fourth Stage: Technical and Legal due diligence

- 16.6.1 In respect of the Technical due diligence, should the cidb uncover items that are material, this constitutes a ground for disqualification.
- 16.6.2 In respect of Legal due diligence, the Bidders mark ups to the Offer To Purchase will be reviewed and taken into consideration.

16.7 Determination and announcing of Successful Bidder

The cidb, through the accounting officer shall determine and select a Successful Bidder, after having considered the recommendations prepared by the Bid Evaluation Committee and the report(s) of the Bid Adjudication Committee based on the Bid Evaluation Committee's recommendations.

17 CONFIDENTIAL INFORMATION

- 17.1 Respondents agree to keep information provided pursuant to this RFP confidential ("**Confidential Information**").

For cidb

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- 17.2 All Confidential Information provided (including all copies thereof) remains the property of the cidb and must be delivered to the cidb on demand.
- 17.3 By receiving this RFP each Respondent and each of its Members agree to maintain its submission in response to this RFP confidential from third parties other than the cidb and its officials, officers and advisors who are required to review the same for the purpose of the procurement of the Project.
- 17.4 The Confidential Information provided by the cidb may be made available to a Respondent's Relevant Entity, members, employees and professional advisors who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality).
- 17.5 Respondent's Relevant Entity, members, employees and professional advisors shall not be entitled to, either in whole or in part; copy, reproduce, distribute or otherwise make available to any other party the Confidential Information without the prior written consent of the cidb.
- 17.6 The Confidential Information may not be used for any other purpose than that for which it is intended.
- 17.7 The requirements in this Clause 17 do not apply to any information, which is or becomes publicly available or is shown to have been made so available (otherwise than through a breach of a confidentiality obligation).
- 17.8 All Confidential Information provided (including all copies thereof) remains the property of the cidb and must be delivered to the cidb on demand.
- 17.9 Respondents, Relevant Entities, members, employees and professional advisors may be required to sign confidentiality agreements.

18 INTELLECTUAL PROPERTY

All materials and data which are submitted by Respondents shall become the sole property of the cidb, with the exception of copyrighted material, trade secrets or other proprietary information clearly identified as such by Respondents.

19 INDEMNITY

Respondents shall be deemed by their submission of a proposal to agree to indemnify the cidb and hold it harmless from any claim or liability and defend any action brought or legal step against the cidb for its refusal to disclose materials marked confidential, trade secret or other proprietary information to any person seeking access thereto.

For cidb

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Bidder

Witness

20 GOVERNING LAWS AND RULES

20.1 The primary enabling legislation for the Project is the PFMA together with the cidb Act, which regulate and create the competency of the cidb to procure and implement the Project.

20.2 This RFP is issued by the cidb in terms of the cidb Act and SCM read with the PFMA, as the formal step of the procurement process.

20.3 Procurement of the Project will be carried out following prescribed legislation, which includes the Constitution, the Preferential Procurement Policy Framework Act, Number 5 of 2000 and the PFMA.

20.4 Respondent's Responsibilities

20.4.1 If a Respondent identifies any ambiguities, errors or inconsistency between the various documents that form part of this RFP, the Respondents should notify the cidb and the cidb will provide clarification as to the intended position.

20.4.2 To the extent that any inconsistency exists between the terms of the Offer To Purchase and any other provision in the RFP, but such inconsistency is not identified by any Respondent and/or clarified by the cidb prior to submission of the Respondent's Proposal, the terms of the Offer To Purchase shall prevail.

20.5 Contact Policy

20.5.1 Respondents and their constituent Members, as well as their agents and advisors and related parties may not contact the employees, advisors of the cidb or any other cidb's official(s) who may be associated with this solicitation (other than the Project Officer), without the prior written approval of the Project Officer save in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such permitted contact, no party may make reference to this solicitation or procurement.

20.5.2 This no-contact policy does not apply to any information deemed to be in the public domain, or which is readily available from public bodies within the Republic of South Africa where such information is not Project specific and is not under the control of the cidb.

20.5.3 Respondents, Members, their agents, advisors and related parties may not contact the employees, advisors of the cidb or any of the cidb official(s) engaged in the Project, with a view to offering, whether directly or

For cidb

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Bidder

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indirectly, any one or more of them an employment opportunity with the Respondent or any Member thereof.

20.6 Corruption

20.6.1 The cidb is committed to ethical and clean business practice and will not tolerate any impropriety in any respect and in particular with regard to the Project.

20.6.2 If any Respondent, Member or their employees, shareholders, representatives, advisors or agents make or offers to make any gift or other gratuity to any public official or employee of the cidb, relevant authority, or consultant to the cidb on the Project either directly or through an intermediary, the cidb reserves the right to terminate its relationship, without prejudice to any of Government's rights, with that Respondent or responsible party or entity.

20.6.3 The cidb and each Respondent must give an undertaking that everything possible would be done to avoid irregularities, bribery and corruption. The cidb reserves the right to appoint an independent probity auditor to monitor in this regard the procurement process and the activities during the contract period.

20.6.4 The cidb reserves the right to request Respondents to conclude an anti-bribery pact agreement with the cidb, at any time during the Project procurement process, to contractually bind all participants to the undertakings referred to in this Clause 20.

20.7 No partnership, No offer

20.7.1 This RFP , initially is not an offer to enter into contractual relations but merely a solicitation of proposals to select a Successful Bidder and to conclude negotiations with such Successful Bidder. Thereafter the Successful Bidder together with the cidb shall enter into a contractual relationship on the basis of the Offer To Purchase.

20.8 Independent Submission

20.8.1 By responding to this RFP each Respondent and its constituent Members certifies that:

20.8.1.1 its proposal has been submitted independently, without consultation, communication, or agreement for restricting competition, with any other Respondent or to any other competitor or potential competitor.

For cidb

Witness

Bidder

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- 20.8.1.2 unless otherwise required by law, the relevant proposal has not been knowingly disclosed by it and will not knowingly be disclosed by it prior to opening, directly or indirectly to any other Respondent, member of another Respondent or to any competitor or potential competitor; and
- 20.8.1.3 no attempt has been made or will be made by it to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 20.8.2 The attention of each Respondent and their constituent Members is also drawn to Section 4(1) (b) (iii) of the Competition Act Number 89 of 1998, which prohibits 'collusive tendering'.
- 20.8.3 Any material failure on the part of a Bidder to comply with the Mandatory Response Requirements and Essential Minimum Requirements in this RFP, to the extent that same are not waived by the cidb, may result in a proposal being treated as non-compliant. Non-compliant responses may be rejected without being further evaluated.

20.9 Grounds for Disqualification

- 20.9.1 The following events, in addition to any other events contained in this RFP, constitute (without being exhaustive) grounds upon which a Respondent (or if appropriate in the cidb's determination, any Member thereof) may be disqualified at any stage of the Project procurement process:
- 20.9.1.1 an infringement of the confidentiality undertaking by any Respondent, Member or any director, officer, agent, trustee or advisor of the Respondent and/or Member.
- 20.9.1.2 past, present, or future participation by any Respondent, Member or any director, officer, agent, trustee or advisor of the Respondent and/or Member in any activity which may constitute corruption, bribery or impropriety, during the Project procurement process, or any other government procurement process.
- 20.9.1.3 an infringement by any Respondent, Member or any director, officer, agent, trustee or advisor of the Respondent and/or Member of any one or more of the provisions of Contact Policy, Independent Submission, or Corruption or any portion of such section(s).
- 20.9.1.4 Any Respondent and/or their constituent Member(s) that engages or communicates with any of the officials, agents or

For cidb

Witness

Bidder

Witness

advisors to the Project on any matter concerning the Project at any time during the Project procurement process, without due authority of the Project Officer, shall be disqualified from further participation in the procurement process.

20.9.1.5 Respondents are required to submit correct and true information. Failure to provide correct and true information constitutes a ground for disqualification.

20.9.1.6 Any change in composition, control or structure of a Respondent or any one or more of its Members from that set out in their response to the RFP, without the prior written consent for the cidb constitutes a ground for disqualification.

20.10 Undertaking by Respondents

20.10.1 By signing a submission in response to this RFP, each Respondent signatory warrants that save as disclosed in writing to the cidb, the response to the RFP and the information supplied by it (and its constituent members) remains true and warrants further that, save for any disclosures in writing to the cidb, each Member of the Respondent has:

20.10.1.1 not passed a resolution nor is the subject of an order by the court for the company's winding-up.

20.10.1.2 not been convicted of a criminal offence relating to the conduct of its business or profession.

20.10.1.3 not committed an act of grave misconduct in the course of its business or profession.

20.10.1.4 fulfilled obligations relating to the payment of taxes under the laws of the Republic of South Africa.

20.10.1.5 not made any misrepresentation in providing any of the information required in relation to the above; and

20.10.1.6 not had any of their directors and/or shareholders listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act Number 12 of 2014, as a person prohibited from doing business with the public sector.

21 INCORRECT OR MISLEADING INFORMATION

For cidb

Witness

Bidder

Witness

The cidb may disqualify any Respondent and/or revoke any decision in respect of the selection of a Successful Bidder or the announcement of the successful conclusion of negotiations with the Successful Bidder if such decision was based on incorrect information which the Respondent or its constituent members, advisors and/or agents provided in response to this RFP.

For cidb

Witness

Bidder

Witness

Annexure A. Proof of ownership

(Attach documentary evidence of Bidder's Legal title to the Property)

For cidb

Witness

Bidder

Witness

Annexure B. Building Details

(Refer to RFP Volume 3)

a. Size of Building

b. Number of Parking bays in the different categories

B1. Number of Parkings

	Description	Number
1	Covered Parking Bays	
2	Open / Uncovered Parking Bays	
3	Covered parking bays for persons with disabilities, close to office entrance / complex entrance	
4	Covered bays for motorcycles	
5	Provision for delivery vehicles through a separate entrance to a goods delivery bay	

B2. Particulars of Deliveries Entrance

Provide details of provision for delivery vehicles through a separate entrance to a goods delivery bay.

c. Location of Building

	Description of particulars required	
1	Street address	
2	GPS co-ordinates	
3	Google Maps satellite print out clearly identifying the building	Attach to this Annexure

For cidb

Witness

Bidder

Witness

Annexure C. Space planning layouts

(Refer to RFP Volume 3 section B and C)

For cidb

Witness

Bidder

Witness

Annexure D. Proof of building classification

For cidb

Witness

Bidder

Witness

Annexure E. Building layouts

(Attach up to date building layouts)



For cidb



Witness



Bidder



Witness

Annexure F. Accessibility

(Refer to RFP Volume 3 section 2 E)

For cidb

Witness

Bidder

Witness

Annexure G. Safety and security

(Refer to RFP Volume 3 Section BB5)

For cidb

Witness

Bidder

Witness

Annexure H. Building Condition and Maintenance Plan

(Insert Write up on the Building Condition, particulars of Maintenance that has been conducted in respect of the property and provide details of planned Maintenance)

For cidb

Witness

Bidder

Witness

Annexure I. Fibre Enabled Area

Please provide proof (in a form of an Internet Service Provider connectivity coverage map or similar document) that the area where the building is situated is a fibre enabled area and that the building connected to fibre

For cidb

Witness

Bidder

Witness

Annexure J. Fit out plans

Attach Fit out program

For cidb

Witness

Bidder

Witness

Annexure K. Marked up Offer to Purchase Agreement

A summary of the mark-ups and comments should be inserted in the table below and a copy of the marked-up offer to purchase to be submitted in hard copy and electronic format.

	Clause Number	Proposed amendment	Rationale for proposed amendment
1			
2			
3			
4			
5			
6			
7			

For cidb Witness

Bidder Witness

Annexure L. Up to date Municipal account not older than three (3) months and not over three (3) months in arrears for the Property

If there is an amount outstanding, provide Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted.

For cidb

Witness

Bidder

Witness

Annexure M. Up to date Levy Statement not older than three (3) months and not over three (3) months in arrears for the Property

If there is an amount outstanding, provide Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date Levy Statement account cannot be submitted.

For cidb

Witness

Bidder

Witness

Annexure N. Declaration of any liens against the property

If there is any liens provide details and reasons.

For cidb

Witness

Bidder

Witness

Annexure O. A schedule of existing legal/litigation disputes involving the property

If there are any existing legal/litigation disputes involving the property, provide details and reasons.

For cidb

Witness

Bidder

Witness

Annexure P. Declaration of threatened litigation (involving the property)

If there are any threatened litigation (involving the property), provide details and reasons.

For cidb

Witness

Bidder

Witness

Annexure Q. Security agreement or guarantees involving the property

If there are any security agreement or guarantees (involving the property), provide details and reasons.

For cidb

Witness

Bidder

Witness

**Annexure R. Declaration of any other material information that cidb may need to know
involving the property**

For cidb

Witness

Bidder

Witness

**Annexure S. Declaration of existing occupants/tenants/employees in the building and
plan to exit from existing agreements**

For cidb

Witness

Bidder

Witness

Annexure T. COC

For cidb

Witness

Bidder

Witness