

Mossel Bay Municipality

## TENDER 2/2012

# LEASE OF CENTRAL BUSINESS DISTRICT OFFICE ACCOMMODATION FOR MOSSEL BAY MUNICIPALITY: FUNCTIONAL PROPOSAL

CLOSING DATE: 10 FEBRUARY 2012	CLOSING TIME: 12:00
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NAME OF BIDDER\* .....

ADDRESS\* .....  
.....  
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.....

TEL NUMBER\* .....

FAX NUMBER\* .....

MBM DATABASE REG NO\* .....

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## SECTION 1.1: INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 10 FEBRUARY 2012

### **TENDER 2/2012: LEASE OF CENTRAL BUSINESS DISTRICT OFFICE ACCOMMODATION FOR MOSSEL BAY MUNICIPALITY**

Mossel Bay Municipality wishes to lease office space in the Central Business District (between Wassung and Michell Streets and Montagu Street and the sea) of Mossel Bay for its own use for a period of 9 years 11 months from 1 July 2012 or a date mutually agreed upon by the successful bidder and the municipality.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Ms Elize Nel at (044) 606-5199. Enquiries pertaining to the completion of the documents can be addressed to Mr Brenvan Samuels at telephone (044) 606-5197.

A set of tender documents can be obtained at a non-refundable cost of R75 per set from Mr Brenvan Samuels at telephone (044) 606-5197. Payments must be made by crossed cheque payable to the Mossel Bay Municipality. Documents that are e-mailed to prospective bidders will be free of charge. Additional sets of tender documents are available at a cost of R50 per set. Bidders that have tendered for Tender 94/2011 do not have to pay for tender documents for Tender 2/2012 again.

A set of tender documents can also be obtained on our website at [www.mosselbay.gov.za](http://www.mosselbay.gov.za) (follow the Procurement-link on the left hand side). Documents that are e-mailed to prospective bidders will be free of charge.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box on the Lower Ground floor (seaside) at the Mossel Bay Municipality by not later than 12:00 on Friday, 10 February 2012** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

A two-envelope system will be followed for this bid, i.e. the Functional Proposal must be submitted in a separate sealed envelope and the Financial Proposal must be submitted in another separate sealed envelope clearly marked as such. Bids not clearly marked will not be opened and will therefore not be considered for evaluation. Financial Proposals will only be opened after the completion of the evaluation of the Functional Proposals and only for those Proposals that achieved the minimum qualifying score for the Functional Proposal.

Tenders will be pre-evaluated on functionality and bidders scoring less than 70 out of 100 points for functionality will not be considered for further evaluation. The tender will be evaluated on the 90/10 Preference Points system as prescribed by the Preferential Procurement Regulations, 2011.

Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail. The tender box will be emptied just after 12:00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

**DR M GRATZ**  
**MUNICIPAL MANAGER**

## 1.2 SPECIAL CONDITIONS OF CONTRACT

- 1.0.1 A lease contract for a 9 year and 11 month period will be signed between the Municipality and the successful bidder.
- 1.0.2 The successful bidder might be required to enter into a Service Level Agreement with the Municipality.
- 1.0.3 A rental deposit equal to the first month's lease amount will be payable to the successful bidder.
- 1.0.4 The successful bidder will be responsible for the following for his/her own account:
  - 1.2.4.1 The upgrading of the building and premises if necessary.
  - 1.2.4.2 Any renovations or alterations that might be required to create offices, reception areas, board rooms, strong room and staff rest rooms as per the Municipality's requirements.
  - 1.2.4.3 Offices should be partitioned with floor to roof partitioning. Partitioning should comply with National Building Regulations specifically pertaining to ventilation and lighting.
  - 1.2.4.4 Air-conditioning in all offices. Each office has to be equipped with its own air-conditioner. Public open as well as reception areas also have to be air-conditioned.
  - 1.2.4.5 A compliance certificate from a company that is recognised for the sale and installation of air-conditioning equipment that will verify that the BTU's of each installed air-conditioner is adequate and will sufficiently serve the area dedicated to it.
  - 1.2.4.6 The maintenance and servicing of the air-conditioners.
  - 1.2.4.7 Blinds in all offices.
  - 1.2.4.8 Adequate floor covering throughout the building, with a minimum requirement of carpets in all offices.
  - 1.2.4.9 Offices and other areas to comply with National Building Regulations.
  - 1.2.4.10 Offices, restroom facilities, etcetera to comply with Occupational Health and Safety Legislation.
  - 1.2.4.11 Adequate restroom facilities should preferably be private and not shared with the public.
  - 1.2.4.12 Adequate strong rooms as required in the specifications. The strong rooms have to comply with SABS standards.
  - 1.2.4.13 All strong rooms to be equipped with a CO2 fire prevention system.
  - 1.2.4.14 The electricity supply must be adequate and be effective when air-conditioners, lights and all the computers are in use.
  - 1.2.4.15 Each office has to be equipped with easily accessible and sufficient electrical plug(s) and adequate lighting.
  - 1.2.4.16 An emergency generator of at least 150kVa to continue the supply of electricity in the case of a power outage. The generator has to supply electricity to enable the offices to use their computers only.
  - 1.2.4.17 Trunking for the cabling network (IT and telephone). All offices must be linked to each other. Interlinking ducting between floors and or separate buildings must be available (if applicable).
  - 1.2.4.18 Basic kitchen facilities as indicated per department.
  - 1.2.4.19 The electricity and water connection fees, as well as the monthly municipal accounts for rates, water, sewerage and refuse removal. The municipality will be responsible for the monthly electricity account of the space they lease.
  - 1.2.4.20 The continuous maintenance and upkeep of the building and premises to the satisfaction of the Municipality.
  - 1.2.4.21 Adequate 24 hour security and surveillance cameras on the premises.
  - 1.2.4.22 Insurance of the premises.
  - 1.2.4.23 Wheelchair accessibility to all offices and facilities.
  - 1.2.4.24 Sufficient parking for officials and the public as indicated in the specifications. All parking for officials should be covered parking. The monthly lease amount should also include the amount for parking for officials.
- 1.0.5 Upon termination of the lease, the Municipality may remove non-fixed equipment and structures, but fixed equipment and structures will remain the property of the successful proposer.

- 1.0.6 The Municipality may at its own discretion and for its own account install notice and white boards as well as data projectors and screens for use with the data projectors, etcetera to be used. These installations will be deemed as non-fixtures and may be removed by the Municipality upon termination of the lease.
- 1.0.7 Any building extensions, additions and alterations will be subject to and must adhere to municipal regulations, as well as relevant legislation.
- 1.0.8 The municipality will, for its own account, and with the permission of the successful bidder will be responsible for the installation of the cabling for its own IT- and telephone-network.
- 1.0.9 The Municipality may at its discretion extend the deadline for the submission of the tender.
- 1.0.10 The Municipality is not bound to act on any of the tenders submitted.
- 1.0.11 The offices do not have to be in a single building and can be located in more than one building provided they can accommodate municipal units together and in close proximity to one another.
- 1.0.12 The Municipality is not bound to rent all the offices from one bidder.
- 1.0.13 The Municipality is not bound to lease office space for all the Departments/Units as listed in Section 1.3.2
- 1.0.14 Negotiations will be entered into with the successful bidder regarding the finalisation of the contract.

### 1.3.1 SCOPE

- 1.3.1.1 Mossel Bay Municipality wishes to lease office space in the Central Business District (CBD) of Mossel Bay to be used as municipal offices for a period of 9 years and 11 months.
- 1.3.1.2 The CBD for the purposes of this tender will be the following area: Between the sea and Montagu Street and between Wassung and Michell Streets. Only bids of bidders with available offices space in this area will be accepted.
- 1.3.1.3 The offices, which must meet the Municipality's specifications fully, must be available from 1 July 2012 or a date mutually agreed upon by the successful bidder and the municipality.
- 1.3.1.4 Although the needs identified below are as accurate as possible at the time of advertising this tender, they are approximate. Negotiations will be entered into with the successful bidder to finalise any changes and preferences in the final lay-out of the offices.

### 1.3.2 NEEDS

#### 1.3.2.1 TRAFFIC DEPARTMENT

##### 1.3.2.1.1 Workstations / offices:

###### (i) Law enforcement:

- 1 x office of 30m<sup>2</sup>
- 1 x office of 9m<sup>2</sup>
- 1 x office of 15m<sup>2</sup>
- 7 x offices of 20m<sup>2</sup> each
- 1 x general office of 60m<sup>2</sup>
- 1 x general office of 50m<sup>2</sup>
- 1 x store room of 20m<sup>2</sup>
- 1 x filing room with shelves of 30m<sup>2</sup>

###### (ii) Administration:

- 1 x office of 20m<sup>2</sup>
- 2 x offices of 9m<sup>2</sup> each
- 2 x general offices of 12m<sup>2</sup> each
- 1 x office for supervisors of 27m<sup>2</sup>
- 1 x tea room of 40m<sup>2</sup>
- 2 x ablution facilities for personnel of 60m<sup>2</sup>
- 2 ablution facilities for the public of 40m<sup>2</sup>
- 1 x store room with shelves of 40m<sup>2</sup>
- 1 x store room of 9m<sup>2</sup>

###### (iii) Motor vehicle registrations:

- 1 x office of 20m<sup>2</sup>
- 2 x offices of 9m<sup>2</sup> each
- 1 x 12m counter (4 cashiers) with bullet proof glass and 4 x cubicles of 3m x 3m each including an waiting area (60 m<sup>2</sup> in total)
- 1 x filing room of 250m<sup>2</sup>
- 1 x strong room of 9m<sup>2</sup>

###### (iv) Driver's licenses:

- 1 x office of 20m<sup>2</sup>
- 1 x office of 18m<sup>2</sup>
- 1 x general office of 45m<sup>2</sup> (5 testing officials)

- 1 x 12m counter (4 cashiers) with bullet proof glass and 4 x cubicles of 3m x 3m each including an waiting area (60 m<sup>2</sup> in total)
  - 1 x filing room with shelves of 200m<sup>2</sup>
  - 1 x waiting area for the public of 150m<sup>2</sup>
  - 1 x test area of 75m<sup>2</sup>
  - 1 x eye test area of 40m<sup>2</sup>
  - 1 x archive room with moveable shelves of 60m<sup>2</sup>
- 1.3.2.1.2 Total space needed: Approximately 1 760m<sup>2</sup>.
- 1.3.2.1.3 Parking required: 20 parking spaces for personnel and a number of 15 parking spaces should be available on a continuous basis for the public.

### 1.3.2.2 SUPPLY CHAIN MANAGEMENT

- 1.3.2.2.1 Reception area with 2 workstations (approximately 40m<sup>2</sup>) where 5-6 members of the public can sit.
- 1.3.2.2.2 7 x workstations / offices (approximately 16-20m<sup>2</sup> each).
- 1.3.2.2.3 1 x office with storage room with storage space/shelves for 250+ files (approximately 40m<sup>2</sup>).
- 1.3.2.2.4 Office for Head of the Department (approximately 30m<sup>2</sup>).
- 1.3.2.2.5 Committee room which can accommodate at least 15 people (approximately 30m<sup>2</sup>).
- 1.3.2.2.6 Room for copy and fax machine (approximately 6m<sup>2</sup>).
- 1.3.2.2.7 1 x 20-24m<sup>2</sup> strong room.
- 1.3.2.2.8 Kitchen area.
- 1.3.2.2.9 Total space needed: Approximately 320m<sup>2</sup>.
- 1.3.2.2.10 Parking required: 7 parking spaces for personnel and 6 parking spaces for the public.

**Please note that Supply Chain Management and the Strategic Support Unit share a receptionist as well as a committee room and kitchen and could therefore be accommodated as such.**

### 1.3.2.3 STRATEGIC SUPPORT UNIT

- 1.3.2.3.1 Office for the Head of the Department (approximately 30m<sup>2</sup>).
- 1.3.2.3.2 Total space needed: Approximately 30m<sup>2</sup>.
- 1.3.2.3.3 Parking required: 1 parking space for personnel and 2 parking spaces for the public.

**Please note that and the Strategic Support Unit and Supply Chain Management share a receptionist as well as a committee room and kitchen and could therefore be accommodated as such.**

### 1.3.2.4 HUMAN RESOURCES

- 1.3.2.4.1 Reception/Secretary area with seating area that can accommodate 10 chairs (approximately 40m<sup>2</sup>).
- 1.3.2.4.2 11 x workstations / offices (6 x 20m<sup>2</sup>; 2 x 16m<sup>2</sup>; 3 x 12m<sup>2</sup>)
- 1.3.2.4.3 Office for Head of the Department (approximately 30m<sup>2</sup>). Office must be close to that of the reception/secretary.
- 1.3.2.4.4 1 x 18m<sup>2</sup> (6m x 3m) strong room.
- 1.3.2.4.5 1 x 50m<sup>2</sup> (10m x 5m) committee room.
- 1.3.2.4.6 1 x 24m<sup>2</sup> (8m x 3m) storage room with shelves.
- 1.3.2.4.7 2 x 100m<sup>2</sup> (10m x 10m) training rooms.
- 1.3.2.4.8 Kitchen area with a service counter (approximately 12m<sup>2</sup>) for personnel use as well as for catering purposes when the training rooms are used.
- 1.3.2.4.9 Total space needed: Approximately 570m<sup>2</sup>.
- 1.3.2.4.10 Parking required: 11 parking spaces for personnel and 30 parking spaces for the public and trainees.

### 1.3.2.5 EXPENDITURE DEPARTMENT

- 1.3.2.5.1 Office for Head of the Department (approximately 30m<sup>2</sup>).
- 1.3.2.5.2 11 x workstations / offices (4 x 24m<sup>2</sup>; 7 x 18m<sup>2</sup>).
- 1.3.2.5.3 One of the 18m<sup>2</sup> offices to be equipped with a wall safe for petty cash.
- 1.3.2.5.4 Room for printer, copy and fax machine (approximately 6m<sup>2</sup>).
- 1.3.2.5.5 1 x 20m<sup>2</sup> strong room.
- 1.3.2.5.6 1 x 36m<sup>2</sup> (6m x 6m) storage room with shelves.
- 1.3.2.5.7 Committee room which can accommodate at least 15 people (approximately 30m<sup>2</sup>).
- 1.3.2.5.8 Kitchen area.
- 1.3.2.5.9 Total space needed: Approximately 350m<sup>2</sup>.
- 1.3.2.5.10 Parking required: 12 parking spaces for personnel and approximately 8 parking spaces for the public.

### 1.3.2.6 PARKS AND RECREATION

- 1.3.2.6.1 Reception area with one workstation (approximately 30m<sup>2</sup>).
- 1.3.2.6.2 2 x workstations / offices (approximately 16-20m<sup>2</sup> each).
- 1.3.2.6.3 1 x workstation / office (approximately 16m<sup>2</sup>).
- 1.3.2.6.4 Office for Head of the Department (approximately 30m<sup>2</sup> each).
- 1.3.2.6.5 Committee room which can accommodate at least 15 people (approximately 30m<sup>2</sup> each).
- 1.3.2.6.6 Room for copy machine, fax machine and other office equipment (approximately 6m<sup>2</sup>).
- 1.3.2.6.7 1 x 20m<sup>2</sup> store room for equipment.
- 1.3.2.6.8 Kitchen area.
- 1.3.2.6.9 Total space needed: Approximately 180m<sup>2</sup>.
- 1.3.2.6.10 Parking required: 5 covered parking spaces for personnel and 5 parking spaces for the public.  
**Please note that Parks and Recreation hold meetings from time to time where it would be required that between 5 and 8 3 ton trucks have to be able to park in the area to attend such meetings.**

**Please note that Parks and Recreation and Waste and Pollution Management share a receptionist as well as a committee room, store room and kitchen and should therefore be accommodated as such.**

### 1.3.2.7 WASTE AND POLLUTION MANAGEMENT

- 1.3.2.7.1 2 x workstations / offices (approximately 16-20m<sup>2</sup> each).
- 1.3.2.7.2 Office for Head of the Department (approximately 30m<sup>2</sup>).
- 1.3.2.7.3 Total space needed: Approximately 110m<sup>2</sup>.
- 1.3.2.7.4 Parking required: 3 parking spaces for personnel and 5 parking spaces for the public.

**Please note that Waste and Pollution Management and Parks and Recreation share a receptionist as well as a committee room, store room and kitchen and should therefore be accommodated as such.**

### 1.3.2.8 DIRECTOR: COMMUNITY SERVICES

- 1.3.2.8.1 Office for the Director (approximately 36m<sup>2</sup>).
- 1.3.2.8.2 Reception/Secretary area with seating area that can accommodate 6 chairs (approximately 36m<sup>2</sup>).
- 1.3.2.8.3 1 x workstation / office of 16m<sup>2</sup> (4m x 4m).
- 1.3.2.8.4 Parking required: 2 parking spaces for personnel and 3 parking spaces for the public.

**Please note that the offices of the Director: Community Services must be in close proximity to either those of the Traffic Department or those of Parks and Recreation and Waste and Pollution Management.**

### **1.3.2.9 ICT SERVICES**

- 1.3.2.9.1 A dedicated place (area) on each floor or building (if applicable) where data and voice uplinks can be performed with at least a lockable room of 2,5m x 2,5m with dedicated power at the main entry of data and voice to the building where a UPS and Fileserver can be situated.
- 1.3.2.9.2 Total space needed: Approximately 6,25m<sup>2</sup>.

## 2.1 FUNCTIONALITY EVALUATION

- 2.1.1 A two-envelope system will be followed for this bid, i.e. the Functional Proposal must be submitted in a separate sealed envelope and the Financial Proposal must be submitted in another separate sealed envelope clearly marked as such.
- 2.1.2 Bids not clearly marked will not be opened and will therefore not be considered for evaluation.
- 2.1.3 The Financial Proposals will only be opened after the completion of the evaluation of the Functional Proposals and only for those Proposals that achieved the minimum qualifying score for the Functional Proposal.
- 2.1.4 Bidders who qualify in terms of their Functional Proposal will be notified of the opening of the Financial Proposal and will be invited to the opening of the bids.
- 2.1.5 A bidder scoring less than 70 points out of 100 for the Functional Proposal will be regarded as submitting a non-responsive proposal and will be disqualified.
- 2.1.6 The following criteria and formula will be used to calculate points for the functionality of the proposal:

	<b>CRITERIA</b>	<b>MAXIMUM POINTS AWARDED</b>
1.	Office space available within the demarcated area (paragraph 1.3.1.2).	10
2.	Office space available from 1 July 2012.	10
3.	Compliance of the successful bidder to paragraph 1.2.4 of the Special Conditions of Contract.	30
4.	Location of office space: Office space all available in one building or Office space available in adjacent buildings or Office space available in buildings spread out through the CBD	20 10 5
5.	Availability of parking.	15
6.	Sufficient office space available as per paragraph 1.3.2.	15
	<b>TOTAL POINTS</b>	<b>100</b>

***Failure to submit the proposals as according to the abovementioned instructions will result in the disqualification of the relevant bidder's tender.***