



**ERRATUM TO BID
DOCUMENT –
NGB 002 (2021/2022)
LEASE OF OFFICE
SPACE AND TURNKEY
SOLUTION**

1. PART B: TERMS OF REFERENCE

Reference to “**One (1) Architect**” in paragraph 2.5.1: EVALUATION CRITERIA (Expertise and experience of proposed team) as set out on Pages 22 to 24 is hereby deleted.

Clause 2.5.1 – EVALUATION CRITERIA on pages 22 to 24 is amended as follows:

EVALUATION CRITERIA	Rating					Weight	Total	
	1	2	3	4	5			
<p>The Bids will be evaluated on a scale of 1 – 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent</p>								
<p>1. Functionality</p>								
<p><u>Company track record:</u> A proven track record substantiated by reference to entities for which similar services have been provided for during the past five (05) years. The reference letters shall include the following information for each project undertaken:</p> <ul style="list-style-type: none"> • Entity name; • Contact name and telephone number; • Date when service was rendered; • Description of service; • Duration of project; and • Contract price. <p>If more than three (03) letters are provided; the first three (03) letters will be considered.</p>						20		
<p><u>Expertise and experience of proposed team:</u></p> <p>Relevant technical training and experience of the proposed project team. CV’s of the proposed project team must be included in the bid proposal and must indicate relevant qualifications, skills and experience.</p> <p>Minimum Key Personnel Experience</p> <p>Five (5) points:</p> <ul style="list-style-type: none"> • One (1) Project Manager (in the construction industry) • One (1) Architect • One (1) Interior Designer • One (1) Quantity Surveyor <p>All personnel must have a degree or equivalent qualification where at least one professional in any area of specialisation has a masters or higher or equivalent qualification. In addition, there must be a cumulative of thirty-five (35) years of relevant work experience.</p> <p>Four (4) points:</p> <ul style="list-style-type: none"> • One (1) Project Manager (in the construction industry) • One (1) or more Architect • One (1) or more Interior Designer • One (1) or more Quantity Surveyor <p>All personnel must have a degree or equivalent qualification where at least one professional in any area of specialisation has a honours or equivalent qualification. In addition, there</p>						20		

EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<p>must be a cumulative of twenty-five (25) years of relevant work experience.</p> <p>Three (3) points:</p> <ul style="list-style-type: none"> • One (1) Project Manager (in the construction industry) • One (1) Architect • One (1) Interior Designer • One (1) Quantity Surveyor <p>All personnel must have a degree or equivalent qualification with a cumulative of fifteen (15) years of relevant work experience.</p> <p>CV(s) and certified copies of qualifications must be attached)</p>							
<p><u>Methodology and approach/Quality of the proposal:</u></p> <p>In the proposal the bidder shall demonstrate their complete understanding of the assignment and their ability to carry it out efficiently and effectively.</p> <p>A clearly outlined workflow process covering each aspect of the requirements must be apparent in the bid proposal.</p> <p>Bidders must provide a detailed description of how they intend executing the assignment from inception to completion. This must include a proposed project plan and timelines (Gant Chart).</p>						40	
<p><u>Value-adds:</u></p> <p>Bidders must indicate details of how they intend to go beyond the minimum bid specifications and propose a lease building and turnkey solution. Bidders are encouraged to use their experience from similar projects to identify gaps not envisaged in the bid request for proposals.</p>						20	
<p>TOTAL POINTS FOR FUNCTIONALITY</p>						100	
<p>A Threshold of 60% is applicable</p>							

2. Quantities of Furniture to be purchased

Reference to “**SBD 3.3**” in paragraph 2.5.1: PRICING SCHEDULE as set out on Pages 44 to 45 of the RFP is hereby amended by way of deletion and substitution with the following insertion to separate rental charges between SCHEDULE A and SCHEDULE B:

PRICING SCHEDULE (Professional Services) SBD 3.3

Lease of office space for a period of ten (10) years

BID NUMBER: NGB 002 (2021/22)	CLOSING DATE: 26 October 2021
CLOSING TIME: 11H00 (CAT)	

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

** (ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project

SCHEDULE A: RENTAL EXCLUDING TENANT INSTALLATION AND PURCHASES

Description	Monthly rental cost including Vat	Monthly operating costs including Vat	Annual total cost including Vat
Lease for year 1			
Lease for year 2			
Lease for year 3			
Lease for year 4			
Lease for year 5			
Lease for year 6			
Lease for year 7			
Lease for year 8			
Lease for year 9			
Lease for year 10			
Total			

SCHEDULE B: RECOVERY OF TENANT INSTALLATION AND PURCHASES, OR PORTION THEREOF

Assuming that a VAT-inclusive amount of R12,000,000, **which is ONLY for evaluation purposes**, will be spent on tenant installation and purchases (including furniture purchases), please indicate a percentage or portion of the amount spent which will be recovered from the NGB over the duration of the lease.

Description	Amount spent on tenant installation and purchases including Vat	Formula used or percentage to be recovered	Monthly amount to be recovered from the NGB including Vat	Annual total cost including Vat
Lease for year 1				
Lease for year 2				
Lease for year 3				
Lease for year 4				
Lease for year 5				
Lease for year 6				
Lease for year 7				
Lease for year 8				
Lease for year 9				
Lease for year 10				
Total				

SCHEDULE A plus SCHEDULE B =

R_____ (TOTAL BID PRICE FOR A PERIOD OF 10 YEARS)

Amounts indicted in SCHEDULE A and SCHEDULE B must be added together to make up the total bid price. Please note that the amounts spent on tenant installations and purchases indicated in SCHEDULE B are for evaluation purpose only and may vary from the actual amount spent for tenant installation and purchases. While the estimated amount to be spent on tenant installation and purchases may vary from actual amounts spent, the formula or percentage used by the bidder to arrive at the amount recovered from the NGB is not subject to change.

Period required for commencement with project after acceptance of bid

Are the rates quoted firm for the full period of contract?

YES/NO

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any queries regarding bidding procedures and technical information may be directed to:

Name: Procurement Practitioner

Email: scm@ngb.org.za

3. Closing date

Reference to the closing date throughout the bid document is hereby amended, as such, the deadline for the submission of proposals is hereby extended to 26 October 2021 at 11H00.

END