



Glenwood Office Park Cnr. Oberon &  
Sprite Streets  
Faerie Glen 0043  
PO Box 73000, Lynnwood Ridge 0040  
Tel : [\(012\) 845 2000](tel:0128452000)  
[www.idt.org.za](http://www.idt.org.za)

Ref: Tender Notice and invitation to tender  
Enquiries: Zanele Madzidzela  
Email: [zanele@idt.org.za](mailto:zanele@idt.org.za)

## T1.1 TENDER NOTICE AND INVITATION TO TENDER

### EASTERN CAPE PROVINCE OF EDUCATION) invites tenders for **BID FOR THE PROVISION OF SUITABLE OFFICE SPACE AND PARKING BAYS FOR INDEPENDENT DEVELOPMENT TRUST (IDT) EASTERN CAPE REGIONAL OFFICE BASED IN EAST LONDON FOR A PERIOD OF 36 MONTHS WITH AN OPTION TO EXTEND FOR FURTHER 24 MONTHS**

The Tender Document and Supporting Documents are attached on the tender invitation. IDT will email addendums and responses to any queries related to this tender via the IDT Procurement contact person below and only written correspondence will be accepted.

**Queries may only be addressed to:  
Procurement Contact Official**

[zanele@idt.org.za](mailto:zanele@idt.org.za)

The cut-off date for written tender enquiries is **five (5) working days** before the tender closing date.

Document will be available on the 09 May 2025 at 08h00. Bid documents with the necessary Terms of Reference may be downloaded at the IDT website [www.idt.org.za](http://www.idt.org.za)

The closing time for receipt of tenders is **12h00 on 06 June 2025** at ***Independent Development Trust, Palm Square Business Park, Bonza Bay Road, Beacon Bay, East London*** at the designated ***Tender Box for TENDER NO. IDT/EC/11/OFFICELEASE/ADM/2025/6***

Tenders may only be submitted on the tender documentation that has been issued. Telegraphic, telephonic, telex, facsimile and late tenders will **not** be accepted. Tenderers should ensure that Bids are delivered timeously and to the correct address (reflected on the cover of this document). If the bid is late, or not submitted in the designated tender box, it will not be considered for evaluation.

#### Evaluation criteria

- **Phase 1:** Mandatory requirements
- **Phase 2a:** Functionality
- **Phase 2b:** Site Inspection
- **Stage 3:** Price and specific goals 80/20

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**Trust Registration No:** IT 669/91



**Stage 1: Mandatory Requirements**

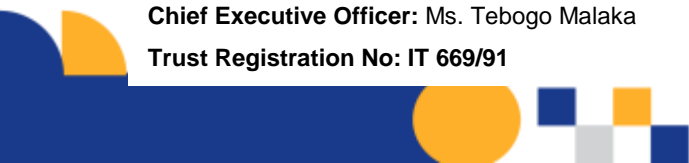
All bids will be evaluated on the responsive criteria to determine compliance with the following mandatory documents:

MANDATORY (ALL COPIES SUBMITTED MUST BE ORIGINALLY CERTIFIED)	SUBMITTED	
	YES	NO
The form of offer and pricing schedule must be completed by hand using the black permanent ink.		
Letter of authority by the Legal Entity, authorizing a person dedicated to sign documents on behalf of the bidder, with the exception of sole director companies		
Bidder must be registered on CSD		
Fully completed and signed SBD1; SBD 4 and SBD 6.1		
<b>PROPERTY OWNERSHIP</b> If bidder is the owner of the property. Certified copy of deed registration ownership/Power of Attorney/ Subletting agreement (refer to item 6 above)		
<b>PROPERTY SIZE / SIZE OF THE PREMISES</b> 1358 sqm for office space Minimum of 60 parking bays Compliance requirements Property prospectus to be attached which must highlight the following: a) Schematic drawings / design concept plans b) GPS Location c) Proof of Physical Address		
<b>CONDITION / REQUIREMENTS OF THE PROPERTY</b> The premises must meet all relevant legislative requirements. Bidders must provide certification of compliance in relation to the following:  a) Electrical Requirements b) Fire requirements c) Mechanical requirements		

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d) Universal access, it must accommodate people with disability; internally and externally in compliance with relevant Acts. NB: IDT have a right to verify all the COC.		
Third Party liability insurance and SASRIA insurance for the building structure		
Occupancy Certificate from the local municipality (if the building is new)		
<b>LOCATION OF PREMISES</b> The premises should be located within East London. Compliance requirements should be physical address and GPS Coordinates.		
Zoning certificate obtainable from Municipality		
Drawings-Proposed Comprehensive Tenant Layout plans and Site Plans of the accommodation offered must be submitted with the bid.		
<b>BUILDING SUPPORT SERVICE</b> The following services must be available on occupation with back-up facilities for business continuity: <ul style="list-style-type: none"> <li>• Water</li> <li>• Electricity</li> <li>• Sanitation</li> <li>• Refuse Removal services</li> <li>• Valid municipal clearance letter should be submitted</li> </ul> All relevant documentation from the relevant municipality confirming that all services are fully paid prior occupation (municipal clearance). Compliance requirement: The bidder is required to submit a letter of undertaking / commitment to comply with all the listed requirements on submission of the bid.		

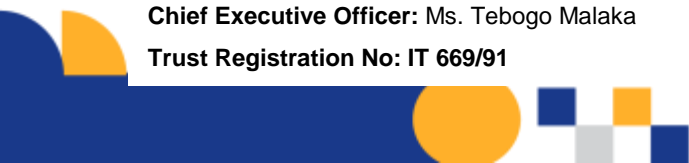
**Phase 2a: Functionality Criteria**

The functionality criteria will be evaluated as follows:

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## DETAILED BREAKDOWN OF QUALITY POINTS

DETAILS	TOTAL MAX POINTS	ITEM MAX POINTS
<b>CRITERIA 1: APPROACH</b>		
<b>1.1 PROPERTY LETTING AND MANAGEMENT EXPERIENCE (CLIENT REFERENCE LETTER)</b>	<b>20</b>	
a. The letter must be in the letter head of the Client and signed by authorised person. b. The reference letter(s) must indicate start and end date of the previous or current lease. c. The lease term must not be older than 15 years (Contract lease end date) hence the importance of indicating contract lease start and end date. d. The reference letter must indicate client physical address, landline and email of the client for verification purpose e. The Client reference must be for office or corporate lease contract in order to be considered.  <b><i>Client reference letter(s) which does not meet any of the above mentioned requirements will not be considered and no points will be allocated.</i></b>		
<b>EXPERIENCE POINT ALLOCATION</b>		
1.1.1 Five (5) valid signed Client Reference letters		20
1.1.2 Four (4) valid signed Client Reference letters		15
1.1.3 Three (3) valid signed Client Reference letters		10
1.1.4 Two (2) valid signed Client Reference letters		05
1.1.5 One (1) valid signed client Reference letter		00
<b>CRITERIA 2: APPROACH</b>		
<b>2.1 OFFICE LOCATION</b>	<b>15</b>	
2.1.1 20km from CBD		15
2.1.2 15km to 20km from CBD		12
2.1.3 12km to 15km from CBD		09
2.1.4 6km to 12km from CBD		06

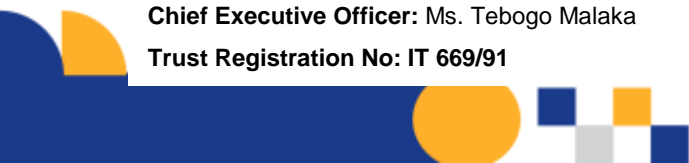
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2.1.5 3km to 6km from CBD		03
2.1.6 3km to 6km from CBD		00
<ul style="list-style-type: none"> <li>a. Bidder must submit proof of physical address for the proposed building.</li> <li>b. The proposed building must comply with a set minimum specification in order to be allocated office location point.</li> </ul>		
<b>CRITERIA 3: APPROACH</b>		
<b>2.3. FACILITY MANAGEMENT TEAM</b>	<b>15</b>	
<p>In order to ensure optimal functioning of the proposed office facility that will enable the IDT to perform its daily functions, the bidder is expected to provide support in a form of facility management team.</p> <p>Management team is expected to ensure that the following minimum functions linked to proposed positions are performed.</p>		
<p>2.3.1. <b>Facility manager</b> (overall responsible for strategic and operational functions of the facility)</p> <ul style="list-style-type: none"> <li>• CV with 10 or more years of experience and should be directly by the bidder</li> <li>• Relevant original certified qualifications (National Diploma and or higher of proposed facility manager.</li> </ul>		07
<p>2.3.2. <b>Administrative assistant</b> (responsible for accounts and general administration of the contract and other related functions in facility management)</p> <ul style="list-style-type: none"> <li>• CV with 6 or more years of experience and should be directly employed by the bidder Relevant original certified qualifications of proposed Administrative assistant.</li> </ul>		05
<p>2.3.3. <b>Maintenance officer</b> (responsible for handyman services and general maintenance of the facility)</p> <ul style="list-style-type: none"> <li>• CV with 6 or more years of experience and should be directly employed by the bidder</li> </ul>		03
<b>CRITERIA 4: APPROACH</b>		
<b>2.4. PROJECT METHODOLOGY/DEVELOPMENT IMPLEMENTATION PLAN</b>	<b>25</b>	
The bidder is required to provide detailed project implementation plan including timelines from date of appointment to the date IDT take occupancy of offices and management of the office space.		





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2.4.1 Delivery timelines, Processes and work flows during transitional phase		05
2.4.2 How the offices/facility will be managed		05
2.4.3 How the service provider will deal with crisis management ensuring IDT Business Continuity		05
2.4.4 Resources i.e. Detailed list of Professional team ; and		05
2.4.5 Project implementation timelines ( Day to day process during moving to the new offices)		05
<b>CRITERIA 5: APPROACH</b>		
<b>2.5 SAFETY &amp; SECURITY PLAN</b>	<b>25</b>	
The bidder must submit safety and security plan covering the following key safety and security key features.		
2.5.1. External alarm monitoring		05
2.5.2. CCTV		05
2.5.3. Smoke detection		05
2.5.4. Evacuation (for the proposed building)		05
2.5.5. Pedestrian barriers		05
<b>TOTAL EVALUATION POINTS SCORE FOR QUALITY</b>	<b>100</b>	
<b>TENDERERS WITH A SCORE OF LESS THAN 70% WILL BE REJECTED AS NON-RESPONSIVE</b>		

**Phase 2b: Site inspection Criteria**

Bidders who score 70 and above on functionality criteria will be considered for site inspection.

The site inspection will be evaluated as follows:

No	Site Inspection Checklist	Points	Compliance Check		
			YES	NO	N/A
1	<b>Safety &amp; General Condition</b>	<b>20</b>			
	- The building accommodates persons living with disability.	2			
	- Does the building have facilities and amenities ( Kitchen, Restrooms, Parking and accessibility)	2			

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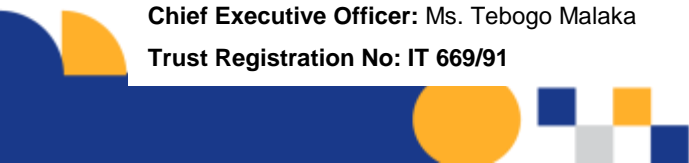


	- Building does not have rising damp or visible structural defects or wall cracks exceeding 5mm.	3			
	- Is there proper light/illumination?	1			
	- Office lighting at minimum 400 lux	1			
	- Energy saving building	1			
	- Does the building have safety and security measures ( Fire safety equipment and security in place) controlled access system, secured office park)	2			
	- Is electrical wiring properly installed?	2			
	- Is the server room 2 hours fire rated?	2			
	- Server Room AC to maintain 18-20°C	2			
	- All external doors should be fitted with <b>security graded strike locks and door closers</b>	2			
<b>2</b>	<b>Functional Requirements</b>	<b>20</b>			
	- Is the office space clean, tidy, and well-maintained?	2			
	- Are workspaces adequate, comfortable, and well-equipped for the intended use?	2			
	- Are there suitable storage and filing systems in place?	3			
	- Are restrooms clean, well-maintained, toilets flush properly, and equipped with necessary amenities (e.g., Basins, Toilet Paper Holder, etc?)	2			
	- Are phone lines, internet access, and other communication systems functioning correctly? is there power skirting	3			
	- Are utilities (e.g. electricity, water, etc.) functioning correctly and safely?	3			
	- is there a backup generator?	3			
	- Are there regular maintenance schedules in place for fire equipment and mechanical fixtures e.g. aircons infrastructure?	2			
<b>3</b>	<b>Compliance &amp; Legal Requirements</b>	<b>20</b>			
	- Does the office space comply with local building codes, safety regulations, and accessibility standards?	10			
	- Are fire extinguishers, alarms, and other fire safety equipment in good working order and compliant with regulations?	5			
	- Is there an occupancy certificate for the building to ensure compliance with facilities regulations?	5			
<b>4</b>	<b>Accessibility &amp; Inclusivity</b>	<b>05</b>			
	- Is signage clear, legible, and accessible to all users?	3			
	- Is the emergency signage visible?	2			
<b>5</b>	<b>Functional Checks</b>	<b>15</b>			

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	- Can the blinds be opened, closed, and tilted without any resistance or sticking?	1			
	- Are the blinds effectively controlling the amount of natural light entering the room?	1			
	- Are the cords intact, not frayed, and functioning correctly?	1			
	- Blinds are not broken or chipped slats, no signs wear and tear on blinds?	2			
	- There are no cracks, chips, missing parts, or signs of wear and tear on the door itself, including the door frame.	2			
	- Ensure hinges are securely fastened and function smoothly.	2			
	- Verify that the door closes tightly and latches properly	2			
	- Inspect for any damage, looseness, or difficulty in operation	2			
	- Confirm that the doors and locks meet all applicable building codes and safety regulations.	2			
6	<b>Floor Condition</b>	<b>10</b>			
	- No signs of wear and tear or damage?	2			
	- No tripping hazards like cracks or uneven surfaces?	2			
	- No Signs of water intrusion or moisture damage	2			
	- The flooring is compliant with regulations of occupational health and safety.	4			
7	<b>Roof Condition</b>	<b>10</b>			
	- No leaks and water stains	3			
	- No identified signs of moisture damage	3			
	- No visible cracks, sagging, or movement in the roof structure	4			
	<b>TOTAL</b>	<b>100</b>			

To qualify for the next evaluation, the bidder must achieve a score of 70% or above.

**Stage 3: Price and specific goals**

**PHASE 3: Price and Preference**

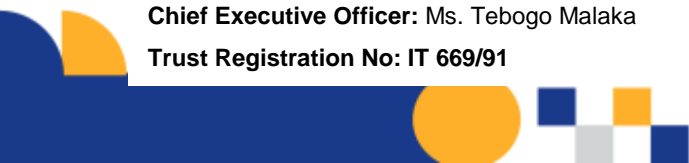
Phase 3 will be evaluated on price and Specific Goals based on the 80/20 preference points system

The maximum points for this tender are allocated as follows:

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<b>POINTS</b>		
<b>PRICE</b>	<b>90</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>10</b>	<b>20</b>
<b>TARGETED GROUP</b>		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
<b>Total Points for price and SPECIFIC GOALS</b>	<b>100</b>	<b>100</b>

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