

## REQUEST FOR AN EXPRESSION OF INTEREST (EOI)

### 1. INTRODUCTION

Northlink College is one of the Public Technical and Vocational Education and Training College and a key component of government as it conducts and coordinates Education and Training on behalf of the Department of Higher Education and Training's Strategic and Policy Objectives. The College's main office is in Bellville, 80 Voortrekker Road and has seven (7) campuses in the Northern area of the City of Cape Town.

### 2. INVITATION FOR EXPRESSION OF INTEREST

Expression of Interest (EOI) is hereby invited from suitably qualified Providers of Student Accommodation to provide student accommodation for the period of twenty-four (24) months.

Providers of Student Accommodation are invited to submit EOI's to provide all-inclusive accommodation in terms of Government Gazette no.39238, dated 29 September 2015. Only property owners with current existing accommodation/residence will be considered.

All Providers of Student Accommodation pre-approved will be registered as preferred providers for the period of 24 (twenty-four) months during which they will be contacted to provide available accommodation as per case-by-case basis.

### 3. EOI SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

The following minimum design standards are applicable:

- 3.1 The residence must accommodate a maximum of two (2) students per room.
- 3.2 The single rooms must be no longer than 8m<sup>2</sup>, and double rooms must be no smaller than 14m<sup>2</sup>.
- 3.3 If the residence is designed as a dormitory/hall type of residence must comply with the following minimum standard and norms for ablution facilities:
  - Washing basins – 1 per 4 student residents

- Shower cubicles – shower cubicle per 7 student residents
- Lavatories – 1 lavatory per 5 student residents
- Shower and lavatory cubicles must be designed in such a way that individual privacy is provided (i.e., no communal showers or lavatories)
- Access to telephone and/or alarm bells (depending on affordability to the property owner) must be placed in accessible and strategic locations, so that students with disabilities are not disadvantaged;

3.4 The following minimum social spaces should be provided:

- Large common meeting room – a minimum of 1.5m<sup>2</sup> of communal space per student resident for the first 100 students and 1m<sup>2</sup> per student resident for number in excess of 100. Such communal lounges, games rooms, gymnasias, television rooms, meeting/seminar rooms, dedicated group study spaces, computer rooms or other appropriate spaces
- Smaller TV/ meeting rooms at least can be 9m<sup>2</sup>,

3.5 The residence accommodates self-catering students with the following minimum food preparation standards must be provided in a separate kitchen (s):

- Suitable food storage, preparation and kitchen space shall be provided;
- Stove – 1 four plate stove (with oven) per 8 students;
- Cold storage – a minimum of a 320-litre capacity fridge/ freezer combination is a minimum requirement per 8 students
- Sink – 1 per 15 students
- Lockable cupboards – 1 per student
- Microwave oven – 1 per 15 students
- Countertop space – sufficient for 25% of the capacity of the student residents for simultaneous usage;

3.6 The access to internet in all of the students' rooms is required in the residences. All communal spaces designed for study purposes in residences must have internet access;

3.7 All Providers of Student Accommodation must comply with all the legislative requirements (national, regional and municipal) regulating health and safety at all times.

3.8 Additional requirements pertinent to the provision of student housing are listed below:

- 3.8.1 Fire safety, prevention and detection mechanisms and procedures;
- 3.8.2 Electricity staff, mechanisms and procedures;
- 3.8.3 In any building used to accommodate students, each student room as well as the building itself must be secured;
- 3.8.4 Internal monthly hygiene inspections of all communal self-catering facilities and areas, and ablution facilities should be carried out in addition to annual municipal or equivalent hygiene audits;
- 3.8.5 A certificate of compliance with occupational health and safety regulations, and an evacuation diagram must be displayed on notice boards;
- 3.8.6 Student Accommodation Providers must liaise with local enforcement agencies dealing with the safety of students.

#### 4. FURNISHINGS AND FITTINGS

- 4.1 The minimum furnishings and fittings required for each room type or area within a student housing facility are detailed in the **Room Specification Manual (see Annexure A)**.
- 4.2 Furnishings and fittings must be maintained in a sound and working order, and must be replaced as soon as possible when broken beyond repair by the relevant landlord.
- 4.3 Appropriate, fair and adequate mechanisms for determining responsibility for damage and/or breakage to property must be established by the relevant landlord.

**NB** The policy on the minimum norms and standards for student housing at public universities /colleges is available on request and on the internet

#### 5. HEALTH AND SAFETY

- 5.1 All providers of student housing must comply with all of the legislative requirements (national, regional and municipal) regulating health and safety at all times.
- 5.2 Additional requirements pertinent to the provision of student housing are listed below.

- 5.2.1 Certificates of compliance must be obtained from the relevant authority on an annual basis with regard to the following services:
- 5.2.1.1 Fire safety, prevention and detection mechanisms and procedures;
  - 5.2.1.2 Electricity and gas installations;
  - 5.2.1.3 Security staff, mechanisms and procedures;
  - 5.2.1.4 In any building used to accommodate students, each student room as well as the building itself must be secure;
  - 5.2.1.5 Internal monthly hygiene inspections of all food preparation facilities, communal self-catering facilities and areas, and ablution facilities should be carried out in addition to annual municipal or equivalent hygiene audits. Audits entail a random sampling of facilities;
  - 5.2.1.6 All ablution areas must be cleaned at least once daily using cleaning industry standard chemicals and products. Shower doors or curtains must be fitted to shower cubicles to ensure privacy;
  - 5.2.1.7 a certificate of compliance with occupational health and safety regulations, and an evacuation diagram must be displayed on notice boards; and
  - 5.2.1.8 Providers of Student Accommodation must liaise with local enforcement agencies dealing with the safety of students.

## **6. STUDENT WELL-BEING AND SUPPORT**

- 6.1 The Provider of Student Accommodation must provide for adequate provision for access to medical and psychological services to cater for the well-being of student residents during work hours, and must ensure that emergency support is available after hours. This includes the provision of a first aid kit and instructions on the use thereof.

## 7. FUNCTIONAL EVALUATION CRITERIA

- 7.1 The providers should state the location of their building, preferable close to college campuses.
- 7.2 The accommodation **MUST** be within a radius of no more than 20 kilometers of the campuses.
- 7.3 The provider shall prepare for site visits of their property should the College require such; and the Provider of Student Accommodation shall be notified timeously.
- 7.4 Providers of Student Accommodation are permitted to propose more than one (1) property building.

## 8 ELIMINATION CRITERIA

Expression of interest will be eliminated under the following conditions:

- Submission after the deadline;
- Responses submitted at incorrect location;
- Submissions from restricted suppliers in line with Treasury Regulations;
- Submission of incorrect documentation.

## 9 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations start with the preferred providers, the following will be required from the preferred providers to:

- Be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za); and
- Provide the college with the CSD registration number.
- Original or certified copy of SANAS approved B-BBEE certificate or affidavit on DTI template;

## 10 EOI PROGRAMME

The EOI program, as currently envisaged, incorporated the following key dates:

- Issue of EOI documents: 29 March 2023
- Closing/ submissions date: 12 April 2023
- Submission email address: [pu8013.018@purcosa.co.za](mailto:pu8013.018@purcosa.co.za)
- Dates: 12 April 2023 @11h00

## 11 SUBMISSION OF RESPONSES

- 11.1 All the expressions of interest to be submitted to: PURCO SA EMAIL Stephen Preston [Stephen.preston@purcosa.co.za](mailto:Stephen.preston@purcosa.co.za) or Jackson Phetla [Jackson.phetla@purcosa.co.za](mailto:Jackson.phetla@purcosa.co.za)
- 11.2 Mail size is 25MB, please send multiple emails if exceeded
- 11.3 All expressions of interest are to be clearly marked the EOI number on the subject line.
- 11.4 Responses submitted by providers must be signed by a person or persons duly authorised.

## 12 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the email address mentioned above no later than the closing date of 12 April 2023 @11h00.

## 13 EVALUATION PROCESS

The EOI evaluation process will include a functionality/technical evaluation. No price evaluation will be done at this stage. To be a preferred provider, you shall meet the minimum specifications requirements, functionality and must have a valid B-BBEE certificate.

#### **14 VALIDITY PERIOD OF RESPONSES**

Each expression of interest shall be valid for a minimum period of six (6) months calculated from the closing date

#### **15 ENQUIRIES AND CONTACT WITH NLC**

Any enquiry regarding this EOI shall be submitted in writing to PURCO SA  
"EOI NO

#### **16 MEDIUM OF COMMUNICATION**

All documentation submitted in response to this Expression of Interest must be in English.

#### **17 COST OF EXPRESSION OF INTEREST**

Providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. The college is not responsible directly or indirectly for cost incurred by service providers.

#### **18 CORRECTNESS OF RESPONSES**

The providers must confirm satisfaction regarding the correctness and validity of their EOI.

#### **19 VERIFICATION OF DOCUMENTS**

19.1 Providers should check the number of pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the college in regard to anything arising from the fact that pages are missing or duplicated.

#### **20 ENGAGEMENT WITH LANDLORDS**

All preferred providers need to note that occupations cost will be paid at a fixed rate for the period of 24 months.

## 21 ADDITIONAL TERMS AND CONDITIONS

- 21.1 Providers shall not assure that information and/or documents supplied to the college, any time prior to this request, are still available to the college, and shall consequently not make any reference to such information document in its response to this request.
- 21.2 Copies of any building compliance, affiliations, memberships and or accreditations that support your submission must be included in the response.
- 21.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of response, or cancellation of any contract.
- 21.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.

## 22 NLC RESERVES THE RIGHT TO

- 22.1 Extend the closing date;
- 22.2 Verify any information contained in a response;
- 22.3 Request documentary proof regarding any tendering issue;
- 22.4 Cancel or withdraw this EOI as a whole or in part; and
- 22.5 Not to include any property owner on the list of providers on the approved database based on specification, requirement and functionality criteria not met.

## 23 DISCLAIMER

This EOI is an expression on interest only and not an offer document; answering to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI, providers shall be deemed to have satisfied themselves with and to have accepted all Terms and Conditions of this EOI. The college makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regards to its accuracy, completeness or otherwise and the college have no liability towards the provider or any party in connection therewith.

### Service Fee

The Service Provider must provide for a 2% service fee calculated on the total value of each invoice issued by the Service Provider for or otherwise relating to supply of goods and/ or performance of the services to the Member (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of the relevant invoice to the Member.

In the event that the Service Provider is requested to supply any goods or service to the Member related in any way to this contract, it is deemed that such services will be regarded as ad-hoc and / or additional services to the contract. Therefore, the service provider is liable to pay the service fee.

The PURCO SA Membership may procure through this agreement in their individual capacity in accordance with their respective procurement policies e.g. procuring through this contract directly and/or procuring through a RFP or a RFQ using the appointed panel of the suppliers under this contract. Therefore, the appointed service provider (s) will be liable to pay the service fee.

The Service Provider is required to send a copy of the monthly invoice, statement and spend report where applicable to both PURCO SA and the Member. PURCO SA shall thereafter invoice and collect the service fee from the Service Provider based on the total invoice value which is payable to PURCO SA within 30 days of the date of statement.

The Service Provider will be liable for interest on all overdue accounts exceeding 30 days at a rate of 2% per month