



**higher education  
& training**  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Free State  
CET College**  
Community Education  
and Training College

**FREE STATE CET COLLEGE IN COLLABOURATION WITH THE PURCHASING  
CONSORTIUM SOUTHERN AFRICA (PURCO SA)  
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) TO LEASE OFFICE SPACE FOR  
THE COLLEGE HEAD OFFICE FOR A PERIOD OF SIXTY (60) MONTHS  
TENDER NO: PU7212/037**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU7212/037** is at 11:00 on Monday, 12 February 2024.

<b>Tender number</b>	<b>PU7212/037</b>
<b>Date issued</b>	<b>21 January 2023</b>
<b>Tender closing date</b>	<b>12 February 2024</b> <b>Time: 11:00</b> <b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b> <b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b>
<b>Compulsory Information Session</b>	<b>01 February 2024</b> <b>Time: 10h00</b> Free State Community Education and Training College, Admin Centre, Spitskop Building 86 Kellner Street, Westdene, Bloemfontein, 9301

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
			Yes	No
Appendix A	RFP Document	Each page of the RFP document to be <b>initialled</b> by a delegated representative	Yes	No
Appendix B	Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document	Yes	No
Appendix C	Proof of Bank Account	Signed or stamped letter from bank	Yes	No
Appendix D	Company registration documents	Company registration documents	Yes	No
Appendix E	ID documents	Attach certified copies of IDs for the principal agent and representative that is going to assist the college	Yes	No
Appendix F	Board resolution	Attach copy of board resolution. Unless sole proprietor	Yes	No
Appendix G	Tax Pin	An original valid Tax Pin (must be valid on tender closing)	Yes	No
Appendix H	B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA sworn Affidavit	Yes	No
Appendix I	Audited Annual Financial Statements/ Annual Financial Statements	Provide Audited Annual Financial Statements (fully signed by auditor and director) or Annual Financial Statements (fully signed by director) for the last 2 recent years	Yes	No
Appendix J	Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database.	Yes	No
Appendix L	EAAB	Attach certified proof of Estate Agent Affairs Board (EAAB) registration	Yes	No
Appendix N	SBDs 4,8,9,6.2,6.1	Forms to be completed in full	Yes	No

**NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.**

**Client's referral letters for work done in the past five (5) years, for similar work. Threshold 70%.**

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
<b>Experience (references not more than 5 years old) of leased offices (contract) space of the following values:</b> More than R10 Million = 40 Points R 5 Million – R10 Million = 20 Points Less than R5 Million = 10 Points	<b>40</b>
<b>Property portfolio</b> Submit property portfolio as follows: <b>Property portfolio</b> Submit property portfolio as follows: <ul style="list-style-type: none"> <li>Current property portfolio under leasing = 20 Points</li> <li>Property portfolio for leases concluded in the past ten (10) years = 20 Points</li> </ul>	<b>40</b>
<b>Locality proof (municipality bill, lease, rates statement)</b> <ul style="list-style-type: none"> <li>Within Free State Province =20 Points</li> <li>Outside Free State Province = 05 Points</li> </ul>	<b>20</b>
<b>Total points</b>	<b>100</b>



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**Request for Proposal: PU7212/037**

**APPENDIX B**

**Completed technical specifications and pricing**

Documentation	Requirement	Included in required format (Please tick)
Pricing Schedule	Pricing Schedule priced in full	<input type="checkbox"/>

***Please sign that the contents of this Appendix has been verified***

**Name**

**Signature**

OFFICE SPACE	YR 1	YR 2	YR 3	YR 4	YR 5	TOTAL – 5 YRS
Lease Costs - Fixed (incl. VAT and yearly Escalations)	R	R	R	R	R	R
Water and Lights – Estimated (incl. VAT)	R	R	R	R	R	R
Security	R	R	R	R	R	R
<b>TOTAL BID PRICE (ALL-INCLUSIVE)</b>	R	R	R	R	R	R

**TOTAL BID PRICE FOR 5 YEARS (INCLUDING ESCALATION AND VAT)**

R\_\_\_\_\_

**TOTAL SQUIRE METERAGE OFFERED**\_\_\_\_\_ m<sup>2</sup>

***Please sign that the contents of this Appendix has been verified***

**Name**

**Signature**

## SPECIFICATION

1. The College would like to acquire new office in the Area of Westdene and Surrounding areas.
2. The new office premises must have the capacity (**Total=295.1m<sup>2</sup>**) to accommodate at least 80 employees and include the following:
3. Landlord will partition according to the college's requirements at NO additional costs.

ITEM	QUANTITY	MEASUREMENTS
Offices: Managers' Offices Open Plan (support staff)	4 offices 1 open plan to accommodate 4 people to provide secretarial services to the managers.	16m <sup>2</sup> 12m <sup>2</sup>
Personal Assistant	1 office	12m <sup>2</sup>
Assistant Director	5 offices	12m <sup>2</sup>
Senior Admin	5 offices	12m <sup>2</sup>
Open Plan (support staff)	7 open plans for each unit to accommodate 6 people.	48m <sup>2</sup>
Principal's caucus room	1 office	16m <sup>2</sup>
Storage	4 (for each unit) 1(Principal's storage) 1 (Cleaning materials)	24m <sup>2</sup> 12m <sup>2</sup> 12m <sup>2</sup>
Strong room	1	20m <sup>2</sup>
Board rooms	2 board rooms 1 board room	30m <sup>2</sup> 24m <sup>2</sup>
Reception Area	1	12m <sup>2</sup>
Server room	1 (as a separate unit)	12m <sup>2</sup>
Parking spaces	25	
Kitchen	2	5.6m <sup>2</sup>
Canteen	2	15.5m <sup>2</sup>