



<b>RFQ NUMBER</b>	RFQ SACOPS2024-001
<b>RFQ DESCRIPTION</b>	APPOINTMENT OF A SERVICE PROVIDER TO REDESIGN AND REFIT OFFICE SPACE AT THE INNOVATION HUB PRETORIA
<b>RFQ ISSUE DATE</b>	<b>22<sup>nd</sup> August 2024 reissued 2 September 2024</b>
<b>COMPULSORY BRIEFING</b>	<b>28<sup>th</sup> August 2024 14:00</b> (Please make appointment with Ms Aviwe Khewana <a href="mailto:sacnasp@sacnasp.org.za">sacnasp@sacnasp.org.za</a> )
<b>CLOSING DATE &amp; TIME</b>	<b>WEDNESDAY 11<sup>TH</sup> SEPTEMBER 2024</b>
<b>SUBMISSIONS</b>	ALL SUBMISSIONS DELIVERED BY EMAIL TO: scm@sacnasp.org.za SUBJECT: OFFICE REFIT SACOPS2024-001

## 1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to identify and appoint a qualified service provider to refit the office space at the Innovation Hub for the South African Council for Natural Scientific Professions (SACNASP). We seek proposals that include detailed approaches, necessary resources, and pricing, all aligned with the outlined scope of work.

## 2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa, established under the Natural Scientists Act (No. 55 of 1982) and later the Natural Scientific Professions Act (No. 27 of 2003). SACNASP is located at The Innovation Hub Management Centre in Pretoria and currently occupies office space on L4-L5 and U13. SACNASP will expand into adjacent office space on L4-L5 and vacate U13.

SACNASP currently has a staff of 29 with a CEO and 7 departmental managers. The new office layout should accommodate an additional 12 staff members and space for 5-10 interns. The office layout should group managers and functional teams together as shown in the table 1.

Function	Current number	Proposed	Offices required
CEO	4 (CEO, Board Sec, Board Assistant, PA)	8 (as per approved HR plan).	8
Ops	3	3	1 (1 general storage room for marketing material and ICT)
HR	2	2	2
IT	1	4	1
Finance	6	7	2
Sci Com	2	3	1
Registrations	9	11	4
Legal	2	3	2
<b>Total</b>	<b>29</b>	<b>41</b>	<b>21(+ 1 store room)</b>

**Table 1**

### 3. SCOPE OF WORK

SACNASP seeks proposals for creating an open-plan office environment for staff and private offices for senior management. The project involves redesigning current spaces, incorporating meeting rooms, staff common area, a reception area, a server room, and storage rooms. The solution should maximise the reuse of existing materials where feasible in compliance with regulations.

#### 3.1 Proposal Requirements:

- Examples of similar projects previously completed.
- Detailed space planning and office set-up.
- Detailed implementation plan estimated total cost, and project duration (not to exceed one month).
- Facilitation of the refit, relocation of existing furniture, and disposal of waste.
- Consideration of all elements of Occupational Health and Safety.

Office	Size
Unit L1	157.19m <sup>2</sup>
Unit L2	169.47 m <sup>2</sup>
Unit L3	169.47 m <sup>2</sup>
Unit L4	168.24 m <sup>2</sup>
Unit L5	168.24 m <sup>2</sup>
<b>Total</b>	<b>832.61 m<sup>2</sup></b>

#### Work requirements.

##### Demolition

- Demolition of drywall between L3 and L4 and waste removal.  
The dry wall will be partially demolished to create an open environment between the 2 offices. Ensure a safe flow of movement through the areas.

- **Construction of work areas and offices .**  
Where required construct new offices or adapt existing offices to support the needs of the management team.  
Each office must have at least one internet port, two twin plugs, and three-pin plugs neatly integrated on the floor or with the tables.
- Ensure all electrical and lighting requirements are installed
- Replace carpet in L1-L3 and install suitable flooring for reception area
- Paint all walls
- Replace ceiling tiles where required.

**Bill of materials Annexure B (see below) estimated**

**4. REPORTING**

The service provider will be required to

- Present to the SACNASP management team prior to any commencement of work.
- Report to the Operations Manager on progress.

**5. STAGE 1: MANDATORY REQUIREMENTS**

Service Providers should submit the following documents:

- i. Proof of registration on the Centralised Supplier Database held by the National Treasury.
- ii. An original SARS tax clearance certificate.
- iii. An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.
- iv. Standard Bidding Document (SBD) 4 – Declaration of interest.
- v. SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- vi. SBD 8 – Declaration of bidder’s past supply chain management practices.
- vii. SBD 9 – Certificate of independent bid determination.
- viii. Quotations must reflect the cost breakdown where applicable as well as the total cost of the project (rates per hour will not be accepted). Prices quoted must be inclusive of VAT.

Service providers who do not fulfil all the requirements or do not submit the required documents will be disqualified.

**Additional Mandatory requirement**

1. COIDA Certificate
2. COC for electrical work.
3. CIDB grading 1 Register of Contractors (for construction service provider).
4. Liability insurance up to R2m (Two million).
5. Minimum guarantee on workmanship.
6. Safety file

EVALUATION CRITERIA	Scoring details			
Item	Points	Allocation Guide	Actual	Total Actual points
<b>Demonstrate years' experience in office refit and refurbishment on company the letterhead</b>	<b>45</b>			
<b>No experience</b>		<b>0</b>		
<b>1year experience</b>		<b>10</b>		
<b>2-3 years' experience</b>		<b>25</b>		
<b>4-5-year experience</b>		<b>35</b>		
<b>6 years' experience and more</b>		<b>45</b>		
<b>Submit 3 Signed Reference Letters on client company letterhead indicating similar projects as per the RFQ (office refit and refurbishment)</b>	<b>40</b>			
<b>No Signed Reference Letter</b>		<b>0</b>		
<b>1 x Signed Reference Letters</b>		<b>15</b>		
<b>2 x Signed Reference Letters</b>		<b>30</b>		
<b>3 x Signed Reference Letters and above</b>		<b>40</b>		
<b>Project Plan</b>	<b>15</b>			
<b>No project plan</b>		<b>0</b>		
<b>1 x project plan</b>		<b>15</b>		
<b>Total</b>	<b>100</b>			

## 7.0 STAGE 2: FUNCTIONALITY ASSESSMENT

### EVALUATION CRITERIA FOR THIS SUBMISSION

To facilitate a transparent selection process that allows equal opportunity to all services providers, SACNASP will adhere to its policy on the appointment of services providers. The evaluation criteria will be in line with the PPPF Act (No. 5 of 2000) 80/20 preference points system. Quotes will be evaluated on two stages. Firstly, submissions will be evaluated on functionality and secondly on price and B-BBEE evaluation. Minimum threshold for functionality will be 70%. Any bid that fails to meet the minimum threshold will not be evaluated further.

Quotes that meet the minimum threshold Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations

Contact Person : Mrs Sarah van Aardt  
Designation : Operations Manager  
E-mail : svanaardt@sacnasp.org.za

## 8.0 Submission

All submissions should be delivered by email to: scm@sacnasp.org.za

SUBJECT: Office Redesign and Refit (SACOPS2024-001) for the attention of Aviwe Khewana.

Submission must have a **maximum 5 document attachments** organised & labelled as follows:

- 1) Mandatory Documents
- 2) Company Profile
- 3) Project Proposal & Plans
- 4) Pricing (if not included in the proposal)
- 5) References

The closing date for the submission of quotations is **September 11<sup>TH</sup> 2024 14:00hr** . **Failure to attend the compulsory briefing as the proposed time will result in rejection of submission.** No late quotations will be considered. Quotations sent by any other means other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the quotation is sent to the correct address.

The information contained in this Request for Quotations is confidential and is the property of SACNASP. Similarly, SACNASP shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

**SACNASP reserves the right to not make an appointment and/or re-advertise.**


## ANNEXURE A

Service providers are required to include supporting documents Pre- Qualifying Criteria and Evaluation Criteria

Name of the document that must be submitted	Non-submission may result in disqualification
Central Registration Report (Central Database System) from National Treasury	<b>YES</b> – Service Providers must register on the Central Database report
An original SARS tax clearance certificate.	<b>YES</b> – The service provider must submit the required document
An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.	<b>YES</b> – The service provider must submit the required document
Bidder's Disclosure - SBD 4	<b>YES</b> – Complete and sign the supplied pro forma
Preference Point Claim Form – SBD 6.1	<b>NO</b> – Non-submission will lead to a zero score on B-BBEE
Declaration of bidder's past supply chain management practices - SBD 8	<b>YES</b> – Complete and sign the supplied pro forma
Certificate of independent bid determination - SBD 9	<b>YES</b> – Complete and sign the supplied pro forma

## Annexure B

### Bill of Materials (estimated)

Item	Qty
Door and lock mechanisms with keys( with handles)	 <p>X 11</p>
Windows 1000 x 1000:	9( thickness of the glass should be the glass should be 6.8mm
Linear meters of drywalling to be installed	2.65m high: 85 meters

Laminate flooring for reception and boardroom:	80 square meters 7+ml(after appointment , SACNASP will chose the colour)
Light fittings:	43 (600 x 1200) T5 LED Fittings
Painting surface of interior walls on all offices:	800 square meters-PVA Meloka
Kitchen:	Bottom unit: 1200 double door base unit for double basin Drawer unit: 450 drawer unit Upper unit: 900 double door unit All plumbing connections needed
Carpets:	Supply and Instal 400 square meters of Su Belgotex Berber 920-point carpet tiles 500mm x 500mm heavy commercial in charcoal
Electrical poles for open area:	5
Supply and install suspended ceiling boards 600x1200  PS: Replace the broken boards with w new boards	6 boxes x 12

NB: Please take note that the drawing shared at the briefing was just to give service provider of how the office should be constructed/how they should look. You are allowed to draw plans and include them in your costing.