

## EASTERN CAPE PARKS & TOURISM AGENCY

### BID NO 03/FY/21 : PROVISION OF A SUITABLE OFFICE SPACE ACCOMMODATION IN EAST LONDON FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWO (2) YEARS

#### QUESTIONS AND ANSWERS

#### OFFICE SPACE ACCOMMODATION IN EAST LONDON FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY

The following questions were received by the EASTERN CAPE PARKS & TOURISM AGENCY and are responded to accordingly:

NO.	BIDDER QUESTION	ECPTA RESPONSE
1.	<p>Please can you tell us your specific needs requirements for Option B.</p> <p>You only attached your specific needs requirements for Option A.</p>	<p>Please find attached <b>OPTION B – SPATIAL REQUIREMENTS</b> for further clarity on the 60% stipulated requirements.</p>
2.	<p>Please advise how are you going to evaluate the tenders received due to you requiring two Options in this Tender?</p> <p>How will all your staff fit into half of the space?</p>	<p>The tender will be evaluated based on both options submitted, the Entity will thereafter make a decision on the best option in-line with the Entity's operational requirements.</p> <p>The staff will work on a rotational basis.</p>
3.	<p>Final layout drawings can only be submitted to BCMM Local Building Council for approval after award of the tender and signature by yourselves of final layout plans. It cannot be submitted before the time and attached to this Tender.</p> <p>Please advise how this can be a mandatory requirement.</p>	<p>Preliminary layout drawings must be submitted with the tender.</p> <p>The final layout drawings must be submitted to BCMM for approval after the tender is awarded and the layout finalised, before occupation takes place.</p>
4.	<p>Who is responsible for Tenant Installation (TI) costs?</p>	<p>The Landlord will be responsible for all costs associated with the readiness of the building in line with the building specification contained in the bid document.</p>

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		Any installation further and above what is contained in the bid document will for the account of the tenant and as such the document makes an allowance for contingencies for use upon approval by the tenant.
5.	Who will be responsible for Rates and Taxes?	The rates and taxes as charged by the municipality on the office building is apportioned in relation to the proposed office space size and submitted in the monthly utility bill to the tenant.
6.	Who will be responsible for the security Guards costs?	The Tenant is responsible for all security guard costs.
7.	Who will be responsible for operational costs?	Refer to Question 5 Response.
8.	Who will be responsible for payment of Water and electricity?	The Tenant is responsible for water and electricity in-line with the apportioned space size.
9.	Who is responsible for external maintenance?	Landlord
10.	Who is responsible for internal maintenance?	<p>The tenant will be liable for the internal maintenance of the building for the period of their lease. Similarly, the repair of any damage the tenant is responsible for, this will be for the tenant's account.</p> <p>However, the Landlord is responsible for the repair and upkeep of any part of the building that may fail or need repair, that was not caused by the tenant.</p>

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		At the end of the lease contract the building should be vacated in the same state as it was at the start of the lease.
11.	<p>The norm is for bid submission to be 2 (two) weeks after publication, however in this instance it is noted that there are numerous public holidays within this period (12 March 2021 to 06 April 2021). Moreover, we only received a copy of the bid documents on the 16th of March 2021, as it was not available on the website as stipulated in the advertisement.</p> <p>2.1.1. Accordingly, we enquire as to whether there will be an extension in the bid submission date?</p>	<p>The Entity has considered the request for time extension and has granted and additional 7 days (1 week).</p> <p>The new closing date is the 13<sup>th</sup> of April 2021, an erratum will be published on the Treasury &amp; ECPTA website (1<sup>st</sup> of April 2021) and on the Daily Dispatch &amp; Herald (1<sup>st</sup> of April 2021).</p>
12.	<p>In accordance with the spatial requirement as indicated on page 28, it is noted that same is only provided for Option A, 3320m<sup>2</sup>. In the event a bidder intends on submitted an offer for Option B, 1992m<sup>2</sup>, how would a bidder be able to effectively cost and provide the requisite floor layouts without having the necessary specifications?</p>	<p>Please find attached <b>OPTION B – SPATIAL REQUIREMENTS</b>.</p> <p>Both Option A and Option B must be submitted. Failure to submit both options will lead to automatic disqualification.</p>
13.	<p>With reference to the Parking Bays, indicated as 84 parking bays:</p> <p>2.3.1. Kindly confirm whether all the required parking bays should be onsite;</p>	<p>The parking facilities should preferably be onsite. However, parking facilities directly adjacent to the premises being offered in the tender will be acceptable.</p> <p>It should be noted that the parking has to comply to the guidelines specified in the tender documents under <b>SECURITY</b>.</p>

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	2.3.2. In the event that the answer to 2.3.1 confirm that offsite parking bays are allowable, what would be would the acceptable split between onsite and offsite, and the allowable radius from the tendered premises be?	Should additional security guards be needed to guard the parking area, it will be for the Landlord's account.
14.	Kindly clarify what the intended interpretation of "adequate" constitutes in the context of the Grade A classification requirement.	Refer to Annexure B - "SAPOA Office Grades" under Grade A specification for the interpretation of what is adequate.
15.	As part of the Mandatory returnable documents, it is indicated that the final layout drawings to be submitted to BCMM Local Building Council for approval – is the intention that the draft be attached and submission to be post award?	Preliminary layout drawings must be submitted with the tender.  The final layout drawings must be submitted to BCMM for approval after the tender is awarded and the layout finalised, before occupation takes place.
16.	Similarly, the certificates of compliance as a mandatory requirement, ie, electrical, fire and plumbing would be in accordance with the finalized layout and the works relating to the specific spatial requirements completed. Is the expectation to submit this with the bid or only after award of the bid?	The Landlord should be in possession of the necessary certificates for any existing premises being offered.  New certificates will be obtained by the Landlord for the final tenant installation before occupation.
17.	Page 16, states: "The successful Landlord will be responsible for the cost of alternations necessary to adapt the offered accommodation to the specific needs of the ECPTA in	The bidder will be responsible for all the costs to adapt the offered premises. Refer to Question 4 to 7.

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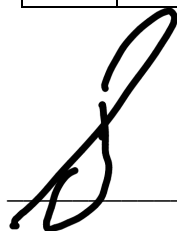
NO.	BIDDER QUESTION	ECPTA RESPONSE
	<p>accordance with the norm document and/or specified and minimum requirements”</p> <p>2.6.1. Would the aforementioned only be in relation to those costs as indicated by the bidder in the bid proposal, or is the intention to hold Bidder responsible for all the costs necessary to adapt the accommodation in line with the specifications, irrespective if it was included in the bid proposal?</p>	
18.	<p>It is noted that the Specifications indicated on pages 19 – 31 does not form part of Stage 1 of the Pre-requisites – how is the evaluation of compliance with same, going to be assessed and in the event that a bidder fails to include any of the indicated requirements, will this result in an automatic disqualification, if so, on what basis?</p>	<p style="color: red;">Evidence has to be provided to prove compliance. Failure to include the indicated requirements will result in disqualification.</p>
19.	<p>In the event that a bidder submits an offer with costings to comply with the full specification requirements, but provides a Tenant Installation Allowance to only cover a portion of the costs, how would this be assessed? Would the ECPTA cover the balance of the costs required or would the bid automatically be considered as non-responsive and disqualified?</p>	<p style="color: red;">The bid will be disqualified.</p>

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20.	It is noted that the bids will be opened in public, what details will be read out?	National Treasury compels the Entity to read out the Bidder's Name and the Bidder's received Total Bid Price at the public opening of bids and to further upload the price on the entity's website for transparency.



Mr. Siviwe Manxiwa

SCM Manager

31/03/2021