

# Request for Proposals for the Provision of Leased Office Accommodation and Parking Facilities for The za Domain Name Authority (ZADNA) for a Period of 3 -5 Years.

## 1. PURPOSE

The za Domain Name Authority (ZADNA) seeks to identify letting agents and property owners that can assist it in identifying premises that can best suit its needs. The ZADNA seeks premises in:

Province	Areas	Office Size	Covered parking Bay	Occupation Date
Gauteng	Midrand or Centurion	800m <sup>2</sup>	15	01 September 2023

## 2. SCOPE OF THE PROJECT/ SERVICES

### 2.1. Building Grading

- 2.1.1. The office space must be the same/similar to a Grade "A" or "B" building (in accordance with the South African Property Owners Association's Grading system).
- 2.1.2. Provisions for emergency escape routes in the building should be made in line with applicable legislation.
- 2.1.3. The building must be securely protected against burglary to the satisfaction of ZADNA and to be secure (monitored security system or 24/7 physical security guard and access control).
- 2.1.4. Be within reasonable walking distance from taxi rank or public transport route.

### 2.2. Offices and Partitions

- 2.2.1. The office space will be required to be remodelled to ZADNA specifications and interior changes made where soundproof partition walls shall be used to divide the total floor area of the building into office and other areas required.
- 2.2.2. Partitioning of office areas will be done according to ZADNA's needs and requirements.
- 2.2.3. As a general standard, an average passage width with a minimum of 1.5m shall be provided.
- 2.2.4. Where certain functions within the building necessitate wider passages, those specific areas will be identified, and the passage width will be specified as part of the accommodation particulars.

### 2.3. Electrical Systems

- 2.3.1. Electrical outlets with a minimum of 2 outlets per workstation
- 2.3.2. The office space must have a generator/solar backup, which can run for at least 8 hours in case of power failure (to meet all the power requirements in case of a power outage).

### 2.4. Air-conditioning

- 2.4.1. The office space must have centralised/split units for all other offices and common areas.
- 2.4.2. The office space must have a dedicated air conditioner is also required in the Boardrooms.

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## **2.5. Server/Network Room**

- 2.5.1. Air conditioner with a minimum rating of 15000 BTU
- 2.5.2. The room must be fitted with power plugs linked to the backup power

## **2.6. ICT Infrastructure**

- 2.6.1. Telecommunications services or any other technology available at the building for network connectivity (fibre as the preferable option or wireless).
- 2.6.2. Roof structure and access to the roof must comply with minimum health and safety requirements for technicians to install or maintain equipment.
- 2.6.3. Landlord pre-approvals for site surveying and installing wireless communication equipment (microwave equipment) if necessary.

## **2.7. Accessibility**

- 2.7.1. Access for people living with disabilities. (Ramps, lifts if offices not on the ground floor, Signage)

## **2.9. Ablution Facilities, not communal**

- 2.9.1. Ablution facilities for men, women and for people with disabilities (At least one ablution facility should be fully compliant with the needs of people with disability).

## **2.10. Parking on the same premises**

- 2.10.1. Secured and undercover parking for 15 vehicles.
- 2.10.2. Access to secured parking for ZADNA visitors/clients for 3 vehicles
- 2.10.3. Parking for disabled staff/visitors for 1 vehicle.

## **2.11. Availability**

- 2.11.1. Occupation to commence 01 September 2023.
- 2.11.2. Any alterations/ refurbishments by the Bidder to meet ZADNA's requirements must be completed before the occupation date of 01 September 2023.

## **3. OTHER TECHNICAL REQUIREMENTS**

- 3.1. A detailed pricing schedule inclusive of VAT, parking, amenities and all other operating costs must be submitted separately for a 3-year and 5 years.
  - 3.2. Bidders are also requested to submit the cost for buying option.
  - 3.3. All services offered by the Lessor must be comprehensively stated. The services should include as a minimum, but not limited to, the provision of all utilities and building services and maintenance, building security, building compliance to Health and Safety requirements, general maintenance, repairs of electrical installations, air conditioning, landscaping, pest control, custodial and trash removal services.
  - 3.4. A draft floor plan depicting workable space/office layout and common areas based on the requirements must be provided. The draft floor layout must indicate the sizes of each required/stated
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area.

- 3.5. ZADNA must approve the final floor plan before the commencement of work.
- 3.6. The maintenance of office space shall be the landlord's responsibility, and details of this shall be outlined in the Lease Agreement.
- 3.7. The tenant improvement/installation allowance amount should be clearly indicated at R450/square metre on the bid document.
- 3.8. Fire detection and fire suppression system.

#### **4. SPECIAL CONDITIONS**

- 4.1. The following documents will be required by the ZADNA and MUST be submitted within three months after the appointment and before starting the lease. Failure to submit these requirements within the specified time will result in the termination of the appointment.
  - 4.1.1. copy of the electrical certificate of compliance for the proposed premises
  - 4.1.2. Evidence of compliance to National Building Regulation and Occupation Health & Safety Act.  
A copy of Property insurance /insurance Certificates must be attached with the submission.

#### **5. EVALUATION OF THE TENDER PROPOSAL**

- 5.1. The proposal should be concise, specific and complete and should demonstrate a thorough understanding of the minimum requirements.
- 5.2. **Pre-Qualification Criteria**
- 5.3. The following criteria will form the basis of evaluating all bids received, and failure to comply with the pre-qualification criteria may result in the disqualification of the bid:
  - 5.3.1. A fully completed tender document with duly completed compulsory documents must be signed and certified where required and submitted as part of the Bidder's tender submission.
  - 5.3.2. Rentable Office Space offered must be between 800 m<sup>2</sup>
- 5.4. Only qualifying bids meeting the Pre-qualification Criteria will be further evaluated for Functionality
- 5.5. All Bidders must submit their response no later than 12h00 (South African Standard Time) on Wednesday the 22 February 2023. They must be submitted to [zadnafinance@zadna.org.za](mailto:zadnafinance@zadna.org.za)

#### **6. FUNCTIONALITY CRITERIA.**

##### **6.1. Phase 1 - Functionality Evaluation**

- 6.1.1. The following criteria will be used to evaluate all bids where bids must score a minimum of seventy percent (70%), seventy points (70 points) on Phase 1 being the stipulated minimum threshold for functionality criteria.
  - 6.1.2. Only qualifying bids meeting/ exceeding the stipulated minimum threshold for the functionality
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criteria will be considered for Phase 2.

<b>PHASE 1</b>			
<b>Functionality Criteria</b>		<b>Points Allocation</b>	<b>Weighting of Importance %</b>
<b>1.</b>	<b>Location (30)</b> <ul style="list-style-type: none"> <li>The Rental Office Space offered must be located close to Centurion or Midrand</li> </ul>	20	20%
<b>2.</b>	<b>Scope of the Project/ Services as per Section 2 (50)</b> <ul style="list-style-type: none"> <li>Building Grading (5)</li> <li>Offices and Partitions(5)</li> <li>Electrical Systems(5)</li> <li>Air-conditioning(5)</li> <li>Server/Network Room(5)</li> <li>ICT Infrastructure(5)</li> <li>Accessibility(5)</li> <li>Ablution Facilities, not communal(5)</li> <li>Parking on the same premises(5)</li> <li>Availability(5)</li> </ul>	50	50%
<b>3.</b>	<b>Other Technical Requirements as per Section 3 (5)</b>	5	5%
<b>4.</b>	<b>Special Conditions as per Section 4 (5)</b>	5	5%
<b>5.</b>	<b>SITE VISIT to verify (20)</b> <ul style="list-style-type: none"> <li>Proof that the building is Grade "A" or "B".</li> <li>Parking on premises as per stipulated requirements.</li> <li>Rental Office Space must be within a reasonable distance from public transport routes.</li> <li>Access for people living with disabilities. (Ramps, Lifts if Offices not on the ground floor, Signage)</li> </ul>	20	20%
<b>Total Points</b>		<b>100</b>	<b>100%</b>
<b>The <u>Stipulated Minimum Threshold (SMT)</u> to be met for Phase 1 Functionality Criteria.</b>		<b>70</b>	<b>70%</b>

<b>PHASE 2</b>			
<b>Qualifying Service Providers from Phase 1 will be visited by ZADNA Officials to conduct a site evaluation of the proposed ZADNA Office Space</b>		<b>Points Allocation</b>	<b>Weighting of Importance %</b>
<b>1.</b>	<b>COMMERCIAL EVALUATION</b>	100	100%

- Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2022, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price, and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.
- The bid proposal must score a minimum of seventy (70) points or more out of a hundred (100) points on functionality to qualify for advancement to the next phase of evaluation. In the second phase, a bid proposal scoring less than 70 out of 100 will not be considered for further evaluation and will be disqualified.

<b>B-BBEE Status Level</b>	<b>Number of points (80/20)</b>
1	20
22	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

<b>Total Points</b>	<b>100</b>	<b>100%</b>
<b>The Stipulated Minimum Threshold (SMT) to be met for Phase 2 Functionality Criteria.</b>	<b>70</b>	<b>70%</b>