

Independent Development Trust

Invitation to Tender

Tender No: IDTKZN2024/OFFICELEASE/ADM01 Provision of Suitable Office Space for IDT KwaZulu-Natal Regional Office Based in Durban for an initial Period of 36 months

The Independent Development Trust (IDT) is a Schedule 2 Public Entity governed by its Deed of Trust, The Public Finance Management Act (Act No 1 of 1999), as amended by Act No 29 of 1999 (PFMA) and other relevant legislative frameworks. The IDT is mandated to support government in development programmes implementation across the three spheres of government. Its primary focus is on social infrastructure programme delivery management, i.e. schools, hospitals, courts, etc.

The IDT manages and delivers integrated social infrastructure programmes on behalf of Government. The IDT has a regional office in Durban, KwaZulu-Natal Province, and is seeking to procure leased office space for an initial period of 36 months with a possibility to extend the timeframe.

The bid will be evaluated on the following three phases:

Phase 1: Responsive criteria

All bids will be evaluated on the responsive criteria to determine compliance with the following mandatory documents:

- Certified copy of deed registration ownership/Power of Attorney/ Subletting agreement (refer to item 6 above)
- Company profile with a list of current or previous clients serviced by your firm Letter of authority by the Legal Entity, authorizing a person dedicated to sign documents on behalf of the bidder, with the exception of sole proprietors
- All bidders must submit full CSD Registration Report
- Fully completed SBD1; SBD 4 and SBD 6.1
- Third Party liability insurance and SASRIA insurance for the building structure
- Recent updated Compliance with the occupational health and safety Act (OHSA) certificate.
- Latest Occupancy Certificate (applicable if the building is new)
- Zoning certificate obtainable from Municipality
- Drawings-Proposed Comprehensive Tenant Layout plans and Site Plans of the accommodation offered must be submitted with the bid.
- Disability access facility compliant
- Valid Certificate of compliance: Electrical and Mechanical

Phase 2: Functionality Criteria

Functionality Criteria	Points
Property Letting and Management Experience	40
Office Location	15
Facility Management Team	15
Project Methodology/Development Implementation Plan	15
Safety & Security Plan	15

Further details of functionality points are indicated on the tender document.

Tenders not meeting a minimum of 70% of the total functionality points will be disqualified and will not be further evaluated on the 90/10 scorecard for Price and SPECIFIC GOALS.

PHASE 3: Price and Preference

Phase 3 will be evaluated on price and Specific Goals based on the 90/10 preference points system

The tender evaluation criteria, in line with the IDT Supply Chain Management Policy, will be as follows: 90/10 preference points system will be used where 90 points is for price and 10 points is for SPECIFIC GOALS.

The minimum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
TARGETED GROUP	
Women 100% Ownership	3
Youth 100% Ownership	3
People with Disabilities 100% Ownership	2
Black people 100% Ownership	2
Total points for Price and SPECIFIC GOALS	100

The tender document will be available upon payment of a non-refundable fee of R500.00. Tender documents will be issued upon presentation of an original bank deposit slip OR proof of payment at the IDT KwaZulu-Natal Regional office, 22 Dorothy Nyembe Street, The Marine Building, 4th Floor, Durban, 4001.

Bidders must produce proof of payment when collecting bid documents.

The tender deposit amounts are not refundable and must be deposited into IDT Tender Deposit Account, the banking details are as follows:

Bank: ABSA
Account Name: IDT Tender Deposit Account
Account Number: 4084940131
Branch Name: Corporate & Business Pretoria
Branch code: 632 005
Reference: IDTKZN2024/OFFICELEASE/ADM01

IDT's office hours are 08h30 to 17h00 weekdays only. Lunch hours are between 13h00 to 14h00

Collection and Paying of bid documents will commence on the 11th November 2024 at 10h00 am to 15h:00 each day and will close on the 14th November 2024 at 15h00 pm.

Bid Validity Period: The bid will be valid for 90 calendar days from the closing date.

Briefing Session: Please note that the briefing meeting is not applicable / compulsory.

Tender proposals must be on the original documents and must include all information as requested in the tender document.

The bid closing date is 03 December 2024 by no later than 11h00 am and bids shall be submitted in the tender box at IDT's KZN Regional Office;

Proposals / Bid Documents must be deposited into the tender box situated at the IDT Durban Offices, in KwaZulu-Natal on the, 22 Dorothy Nyembe Street, 4th Floor The Marine Building, Durban.

No late submission of tenders will be accepted.

The lowest tender may not necessarily be accepted. No correspondence will be entered into with unsuccessful tenderers and the appointment will be at the IDT's sole discretion and will be final.

Enquiries can be directed to Ms Nondumiso Ndawandwe at NondumisoN@idt.org.za

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