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**BID NOTICE**

The Eastern Cape Liquor Board invites prospective bidders to bid for the following:

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| **BID NUMBER** | **REQUIREMENT OF THE OFFICE SPACE** | **BRIEFING SESSION** | **CLOSING DATE** |
| **BID NO. ECLB: 001/2024/2025** LEASE OF OFFICE SPACE- ECLB DISTRICT OFFICE IN KOMANI FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO RENEW FOR FURTHER TWO (2) YEARS. | Leasing of an approximate usable area of 125 square meters and 6 secured onsite parking bays, in Komani. | Briefing date: 22 ***May 2024* @ 11h00 am via Teams.** the link must be requested from[Hlengiwe.Vakele@eclb.co.za](mailto:Hlengiwe.Vakele@eclb.co.za)  Or [Mkangeli.Mtimkulu@eclb.co.za](mailto:Mkangeli.Mtimkulu@eclb.co.za)  **The link must be requested before 11h 00 am and no one will be allowed to connect** | **Date: 14 June 2024**  **SCM ENQUIRIES:**  **Ms H. Vakele Tel No. 043 700 900** |

Bids are hereby invited from the suitable and qualified services providers/ bidders to submit bids for the above-mentioned bid.

Bid documents will be available from ECLB Head Office as from **20 May 2024** during office hours (08:00 to 16:30) Monday to Thursday and (08:00 to 16:00) on Friday upon the payment of **non-refundable deposit of R100.00** per set of documents which is deposited to:

*Name: Eastern Cape Liquor Board, Bank: ABSA Bank Branch: East London, Account type: Cheque, Account no:41 1266-7302 , Branch no: 632005*

**As reference kindly use the Bid Number and company name: (001/2024/2025) Name of company) Please provide the deposit slip as proof of payment on request for the bid documents.**

The completed documents and any supporting documentation must be placed in a sealed envelope clearly marked**” LEASING OF ECLB DISTRICT OFFICE IN KOMANI ACCOMMODATION FOR A PERIOD OF FIVE YEARS WITH AN OPTION TO RENEW FOR FURTHER TWO YEARS”** and deposited in the Bid Box situated in the ECLB Head Office reception area, in Beacon Bay Crossing by 12:00pm on the **10 May 2024** at 12h00pm. Submission register has to be signed by all the submitting bidders.

**EVALUATION CRITERIA**

**POINTS WILL BE AWARDED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) of 2000 AND PREFERENTIAL REGULATIONS OF 2022**.

***The Three stages Evaluation will be employed.***

**1.1 STAGE 1: COMPLIANCE**

Bidders must comply with the set of compliance requirements stated in the bid   
 documents.

**2. STAGE2:** **FUNCTIONALITY**

All bids received will be evaluated according to Functionality Criteria in stage   
 2 .Only service providers who meet the minimum threshold of 70 points will   
 proceed to stage 3.

3.**STAGE 3 : PREFERENCE POINTS SYSTEM OF 80/20 FOR PRICE & THE SPECIFIC   
 GOALS**

**NB: Following is the Functionality table that will be used in order to assess bids.**

**STAGE 2: FUNCTIONALITY CRITERIA (Refer to the full TOR the bid for details)**

|  |  |
| --- | --- |
| **Stage 1: Functionality criteria**- | **Total Points** |
| **Experience in property business- maximum 15 points**   * 3 or more years of relevant experience (15) * 2-3 years of relevant experience (10) * 0-1 year of relevant experience (5)   **Proof of experience must be provided with reference letters** | 15 |
| **Proximity of the premises to public transport system- maximum 20 points.**   * Premises offered are within 0 – 5 km radius from Public Transport Facilities (20) * Premises are more than 5 km radius from Public Transport Facilities (10) | 20 |
| **Methodology maximum 20 points**  Design concept broadly outlining but not limited to space provisioning planning, materials and services to be used. No marks will be allocated if the design concept is not submitted. | 20 |
| **Parking facilities (minimum 12 parking bays) – maximum 15 points**   * Designated and secured office parking space with carport or undercover parking bays or lockable /remote controlled gates (15) * Secured and uncovered/open parking space (10) * Unsecured parking space (0) | 15 |
| **Security of the premises– maximum 15 points**  Security features of the building: -   * Perimeter boundary walls (5) * 24-hour security provided (5) * CCTV monitoring systems (5) * Electric fence (5) | 20 |
| **Value adds but not limited to**   * Energy saving – automatic on and off light switch (2) * Water saving – automatic on and off water switch(2) * Backup energy supply (3) * Backup water supply (3)   **Maximum 10 points** | 10 |
| **Total** | **100** |

* N.B. Bidders must provide sufficient proof/documents to justify awarding the points above and such proof should include details of contactable references to Evaluation Criteria above.
* **A bidder must obtain a minimum of 70% in stage one to proceed to the next stage of evaluation (i.e Pricing and preferential point system).** **Points scored by qualifying bidders in Stage 1 will not be taken into consideration for evaluation in Stage 3.**

**Stage 3: Price and Preference point system**

|  |  |
| --- | --- |
| **CRITERIA** | **POINT SYSTEM** |
| Price | 80 |
| Specific Goals | 20 |
| **Total** | **100** |

**Contact Persons:**

**Technical Related Enquiries: Procurement Related Enquiries**

Mr. M. Mtimkulu Ms. Hlengiwe Vakele

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