

Commission for Conciliation, Mediation and Arbitration

28 Harrison Street, Cnr Main Street, Johannesburg

Private Bag X 94, Marshalltown, 2107

Telephone: (011) 377 6906, Fax: (011) 838 0019



Questions and Answers

BID NUMBER: CCMA/2024/14 - TSH

DESCRIPTION: PROVISIONING OF OFFICE AND PARKING SPACE ON A LEASE AGREEMENT FOR THE CCMA TSHWANE OFFICE FOR A PERIOD OF FIVE (5) YEARS.

1. Question:

Regarding price escalation of the external services (security , cleaning and hygiene services)in the next 3 to 5 years, how do we quote?

Answer: It is advisable that the bidder conduct proper market research and analysis to determine the best approach for the company's tender submission.

2. Question:

Regarding the reference letters, some of our clients issue reference letters that don't have the official stamp. Do we disqualify submitting reference letters without the official stamp?

Answer: An official stamp will authenticate the documents, and CCMA will do background checks for the reference letters submitted.

3. Regarding the financial statements as part of the CCMA requirements, due to the sensitivity being issued to CCMA is it possible to submit the commitment letter that states that the bidder can come to CCMA and present their financial statements.

Answer: Financial statements are CCMA's requirements, and they should be submitted with the proposal by the closing date of the bid.

4. Clarity regarding the submission of the pricing schedule, how many copies should the bidders submit?

Answer: 3 pricing schedules should be submitted, original, copy, and soft copy.

5. In terms of GLA requirements, if the bidder is offering more space can they submit it or does it have to be as per the requirements?

Answer: If a bidder offers more than what was not required, a bidder can submit but it must be clear in writing that the extra space will not be charged to CCMA.

6. Sharing of the building, will share a space e.g. the state attorneys pose any issues?



Answer: According to the CCMA requirements, it does not want to share a building with any labor-related organizations. **Refer to page 14 number 6(b).**

7. Question

On tenant installation, after the tender is awarded and the price submitted is changed and escalated who is responsible for the difference amount?

Answer: CCMA will accept what was submitted, bidder should do due diligence before they submit their quotations. Refer to page 53 "The Service provider is to fund the total amount of the tenant installations (TI) and no TI amount is to be deferred to the CCMA".