

## **Questions and Answers**

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**BID NUMBER: CCMA/2024/14 (A) – TSH**

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

**1. Question:**

In a case whereby our references do not have the official stamp, will the signature suffice?

**Answer:**

No, as indicated on the specification; an official stamp is part of the requirements for reference letters, therefore, failure to comply with this requirement will result in the bidder scoring a zero for that reference letter.

**2. Question:**

I wanted to ask regarding the pricing schedule,  
The column for year-3 is small and we won't be able to fill in the numbers, can we be given a revised pricing schedule?

**Answer:**

A revised pricing schedule will be shared with all the bidders.

**3. Question:**

Parking:  
I see in terms of the spec; you're looking for 30 on site and 20 off-site parking.  
Will the bidders be penalized if they are to provide 50 on-site parking bays at once, or 25 on site then 25 off-site, or the other way round regardless, as long as the parking bays amount to the required 50 bays?

**Answer:**

The parking bays must meet the requirements as stipulated in the specification as follows:  
a minimum of thirty (30) onsite parking bays of which two (02) parking bays must comply with the disability requirements, the remaining twenty (20) parking bays may be off site within walking distance of the office but no more than 100m away.

**4. Question:**

Insurance:

As in terms of the TI, you're requesting that we have a third-party insurance confirmation, do you need it as part of the submission, or you'll need it in terms of when we start doing the TI on site?

**Answer:**

The TI undertaking processes attracts the OHS issues, and during the refurbishment upon occupying the building. The third-party insurance document is required to safeguard such tasks as per the specification.

Please ensure to submit ALL the required information as per the specification as part of your bid submission pack by the closing date of the bid.

**5. Question:**

Security:

I see you're requesting one that is handling a gun and you're also requesting security on common areas.

How many securities will you require, or must the landlord just do roughly the calculation?

How many securities will you require on the common areas excluding the gun handling security?

**Answer:**

As the bidder and taking note that as "Mr. John" in the building -you will have your security to safeguard at the entry of your building for your common areas and a PSIRA registered security guard overseeing that the public personal guns are handled and put safe in the gun safe for the duration of the visit.

On the CCMA operation area-CCMA will have securities dealing with CCMA operation internally, thus securing hearing rooms etc.

**6. Question:**

Servers:

This may also generally apply, on the IT requirements, moving the servers, etcetera. There's quite a little bit of the unknowns in that process and whatever cost estimation that will be given or may not necessarily have been considered, all the technicalities and the things that we are going to encounter in the process of moving the servers and the reinstallation including cabling et cetera, et cetera, so.

I heard you saying that the price to be offered, that's the price it won't or can't be changed in the future, how would you propose to deal with that.

**Answer:**

All the costs estimations to be incurred for this project must be included in your bid price as no price change will be entertained after the bid closes.

**7. Question:**

So, you're saying that it's the provision of a shell and the breakdown of that to be specific to your requirement that would be part of the bill of quantities of CCMA. In terms of determining costs, which areas become open plan, which become closed offices, etcetera. So, I wondered if it's possible to get some information there, I did not see the layout and the number of people that will be accommodated in this building and the configuration with which they will be, they will be sitting because that that configuration I think becomes also important.

In essence, how many people are going to be accommodated and whether we have the kind of the seating arrangements that they will have, how many people will be in closed offices, how many people will be in open plan spaces and such?

**Answer:**

There are two bills of quantities, the one bill of quantity will be borne by the landlord. The other bill of quantity will be borne by the CCMA. CCMA, we deal with corporate image on how it is wanted.

Accommodate CCMA, the required square meters as specified for a to be leased space, the shape and the form of that is up to your planning with your architecture.

**8. Question:**

Cleaning services:

The cleaning services that have been mentioned in the documentation relates largely to the common areas. Am I correct to assume therefore that inside the offices, the interior of the offices? would then be dealt with by CCMA itself with its own cleaning staff. Therefore, it would be excluded from the cleaning and just as a subtext to that, what happens to large common shared offices, if there are open plan offices, whether that is included or accounted for as the offices, how will that centre be taken care of?

**Answer:**

CCMA will take care of the leased space only.

The landlord will then be responsible for maintaining and the cleaning of the other building's common areas shared with.

**9. Question:**

Reference Letter

If a person is an agent representing a landlord, which is actually provided for in this bid the letters of reference, would be the letters of reference, be of the landlord for that building or any other building that they own?

Or the third party, would those references relate to the agent? or

the reference letters for the buildings that they are bidding for and had tenants in the past, please clarify what is it, focused on-is it with regard to the building, and what if it's a building that had the same 1 tenant right throughout-in other words there won't be 3 references, or it's a building that is five-year-old and in the last five years it has it has had only one tenant with that reference.

Because from the sort of a scaled point allocation, the bidder would get lower points because of one reference?

if a landlord and I've got three or four other buildings where I've dealt with tenant installations etc. But this one building that I'm bidding for; I only have had one tenant- must the references relate to that building?

I cannot provide the references of other tenants in the other buildings who have other maybe experiences on my services?

What happens if can the bidder use the reference letters of other buildings that are not bidding in this in this bid?

**Answer:**

The reference letters must be for the building the bidder is bidding for, to get a background of your service to your previous tenants, reflecting on the experience they had with you as the landlord.

If you have, if you've been having one tenant throughout, that means you did one tenant installation for this tenant that speaks to your experience, your turnaround time they had been exposed to as the landlord and been able to keep up with the scope of work with the timelines to do that, vis-a-vis somebody who had three tenants.

You will be scored according to the reference letters submitted and it is what it is.

**10. Question:**

Company X is a diversified group of companies. Within this group, Company X operates as a subsidiary and is the sole shareholder of Company Y. As such, both company X and Y form part of the same group and operate closely within a shared structure.

Our query pertains specifically to the use of reference letters issued in the name of company X, while the tender submission itself will be made under the name of Company Y. We will include all relevant documentation confirming the ownership structure as part of our submission.

We kindly seek your confirmation on whether reference letters addressed to company X would be deemed acceptable in support of company Y bid.

**Answer:**

The reference would be deemed acceptable if it refers to the building that they are bidding for in Tshwane CBD as per the area mentioned in the specification. The documentation identity must be aligned and communicate to the name of the building the company is bidding for.