



MINUTES

Meeting	NON-COMPULSORY BRIEFING SESSION: PROJ/2019/03 - REQUEST FOR PROPOSAL FOR THE PROVISION OF OFFICE PREMISES TO THE INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY (INSETA) FOR A PERIOD OF FIVE (5) YEARS	
Date	17 October 2019	
Time	11H00-12H00	
Venue	INSETA Boardroom (Oasis)	
Attendees	Phiwokuhle Gawulana (PG)	Specialist: Demand, Compliance and Contract Management
	Norman Maphala (NM)	Human Resource Manager
	Mukelani Mdlalose (MM)	SCM Manager
	Tshembani Maluleke (TM)	IT Specialist
	Lindiwe Duma (LD)	SCM Specialist
	Tiyiso Shibambu (TS)	Facilities Specialist
Item No	Agenda Items	
1	<p>Opening PG - Welcomed everyone to the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register. He stated that attendance to the session is non-compulsory, meaning that any other service providers who did not attend the session will be permitted to submit their bids.</p> <p>He stated that the purpose of the session is to provide clarity and address any questions that prospective bidders might have relating to the bid.</p>	
2	<p>MATTERS DISCUSSED</p> <p>PG - Took the prospective bidders through the terms of reference /technical requirements for the proposal of office premises to the Insurance Sector Education and Training Authority (INSETA) as follows:</p> <ul style="list-style-type: none"> Indicated that INSETA is looking for the lease or rental of office space for a period of five (5) years as from 01 April 2020 with an option to extend the lease period for a further two (2) years. The required office space that INSETA is looking for must be between 2 000m2 to 2 800m2 space and provide parking facilities for the INSETA. 	

- INSETA has identified the certain areas within Johannesburg for the office space or building and the bid will be limited only to those areas as indicated i.e. Randburg, Parktown, Houghton and Weltevredenpark in line with INSETA's business strategic positioning.
 - INSETA have employees that are using public transport, whatever area the bidder propose should be reachable or close approximately to public transportation.
 - The required building should allow for easily accessibility in terms of entrance and exit points for clients / service providers (it should access controlled). The building should be easily accessible to persons with disability they should be using the different form wheel ramp, handrail, ramps.
 - The required office premises must have electric fencing around the building, with security cameras and access controlled with security guards for twenty-four (24) hours. INSETA will be responsible for security into the building itself.
 - The proposed building should be the complete built structure, we are not looking for someone who is proposing to build the building from scratch. The grade of the building that we are looking for is A or B within office park area, the size of the building must be within a range of 2 000m² to 2 800m² Gross Lettable Area (GLA).
- The exterior of the building must allow exterior signage. The building insurance it is the responsibility of the landlord or lessor. A building with a green rating would be advantageous, it is not a compulsory requirement.
- In terms of the parking bays, we are looking for seventy-five (75) covered on-site parking of which four (4) which will cater for persons with disability. We are also looking for an additional twenty (20) visitors parking of which two (2) which will cater for persons with disability, must be available in accordance with municipal by-laws. Confirmation of such information should be included in the proposal.
 - The building services, if it is a multi-storey building INSETA is looking that the building should have the provision for goods and passengers' elevators. The elevator that will be used by the employees should meet the following minimum standards i.e. Mirror, audio, visual warning and control button including emergency button should they be stuck on the elevator.
 - Ablution facilities accommodating approximately 90 + employees and visitors, including facilities for persons with disability.
 - The office building must provide lighting as in accordance with the building regulations or applicable building regulations.
 - The office building must be fully air-conditioned, ventilated and be flexible to be converted INSETA requirements.
 - The office building should be supported by uninterrupted power supply (UPS), back-up generator power supply and back-up water supply must be available in the event of any interruptions for the entire building.
 - The space(s) on offer must have its own electric distribution board(s).

- The office building must have existing fire detection and prevention services
 - The office building must have double tier cable trays in ceiling voids or make allowance for such.
 - A floor plan of the building drawn to scale will be required to be submitted with the proposal.
 - Provision of 4 storage rooms, 2 solid walls and 2 dry walls.
 - Solid wall, maximum of 60M2
 - Dry wall, maximum of 60M2
 - Server Room should have the following minimum requirements:
 - The Server room should have brick walls.
 - The Server room should be windowless to avoid exposure to the sun, which can heat up the machines past their safe point.
 - The Ceilings should be at least 2.8 Meters high to allow you room to grow and to allow more space for heat to dissipate.
 - Server room doors should be at least 1 Meter wide and at least 2.4 meters tall, which allows easy installation of bigger servers.
 - Floors should be antistatic materials to make moving easier and prevent shocks. Floors should also be raised to allow proper ventilation and cabling out of sight.
 - The Server room should be equipped with Fire Suppression Systems in line with server/data Centre room standards.
 - The Should have dedicated Electricity Source.
 - The Server room should be equipped with adequate Cool systems
 - The lease offered must provide a termination option, it can be for unforeseen events to the building or it should in case whereby the relation between INSETA and the landlord or lessor, but there must be process or channeled to be followed before terminating a contract.
 - The lease offered must indicate the tenant installation allowance
 - The lease offered must provide an option for building maintenance by the lessor / landlord as part of the lease, with maintenance calls to be attended within 24 hours.
 - The lease contract should be signed with the owner of the building/ landlord not an agency or third party that is representing the landlord.
- Note:** A signed and endorsed draft lease proposal is to be included for each building submitted for consideration in this bid and Preventative maintenance plan and history of all the building services such as (HVAC, electricity, fire equipment, etc.) must be provided.
- **Leasehold improvements requirements:**
 - The bidder must provide space planning services for the INSETA occupation requirements and be able to provide the office improvements as indicated in Annexure - C of this bid document.
 - The provided Space Planning Services must be provided at no additional costs to INSETA and bidders must provide quotations for the office improvements per M2 as indicated in Annexure - C of this bid document.

Example: Let us say the lessor / landlord proposed an empty shell building or occupied building, INSETA will then look to say that within sitting plan requirement, request the landlord or lessor to provide improvement in accordance to INSETA requirements into the building itself. In terms of leaseholds improvement requirements, the bidder should provide space planning conducted to the building that is outside with the appointment of the building itself that meet our requirements, we need space planning and improvements to be affected to the building. INSETA will request the landlord or lessor to provide space planning services with no additional cost however INSETA will pay for improvement costs.

PG shared with the prospective bidders as how this tender will be evaluated:

This bid will be evaluated into three (3) phases namely:

- Compliance Requirements
- Technical mandatory Requirements and Technical functional Requirements
- Price and BBEE

PG - took the prospective bidders through the evaluation criteria, each and every criterion.

TS - highlighted the following requirements:

- The office building should be supported by uninterrupted power supply (UPS), back-up generator power supply and back-up water supply must be available in the event of any interruptions for the entire building.
- The elevator that will be used by the employees should meet the following minimum standards i.e. Mirror, audio, visual warning and control button including emergency button should they be stuck on the elevator.

TS - Added by stating that the above-mentioned requirements are required for business continuity in case when there e.g. a load shedding etc. It is also required to accommodate people with disabilities. The proposed building should have fire prevention system e.g. fire detection system and all other mandatory fire system prevention.

TM - highlighted the issues of server room, that they are standards that needs to be in place in terms of housing appliances in the server room. He mentioned that required requirements are listed under 11.5.11 of terms of reference i.e. fire detection system, cooling system that must be in place. He stated that the equipment's cannot be on a solid wall kind of environment, if there is fire, system will be triggered and chances it will break the wall but if it is a dry wall everyone will be safe. He added by stating that the equipment that are normally used in server rooms does not fit to the normal door size, it needs special size of doors.

QUESTIONS AND ANSWERS

Question/comment	Answers
1. Where can I find Annexure C since it is not attached with the tender document.	Annexure C is available on the INSETA website under current bids.
2. INSETA advertised the same tender two (2) years ago looking for office space. Can you please share with us if it was / cancelled or as to what happened with that process?	The tender was advertised, the evaluated, adjudicated and was awarded to the current service provider.
3. In the evaluation or adjudication process for the tender that was awarded two (2) years ago, why inspections of buildings were never conducted to all bidders participated.	The site inspections were only conducted for the top two (2) bidders that scored the highest points on price and BBBEE.
4. What are the reasons for INSETA want to move out from the building which in a good condition like this? Or INSETA is just following a process?	<p>As part of SCM requirements / policies if the contract is coming to an end, the market must be approached through an open tender process without giving preference to any bidder. INSETA has an obligation to comply with all applicable legislations and contract signed between INSETA and current service provider.</p> <p>Section 217(1) of the Constitution provides that “<i>When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective.</i>”</p> <p>The procurement system in order to be fair, transparent, competitive the market must be given a chance/ opportunity to bid / submit their proposal.</p> <p>INSETA is a scheduled 3A public entity (PFMA) governed by National Treasury Regulations, prescripts and policies. In terms of our compliance requirement we cannot just keep on extending the contract.</p>
5. There was a mentioned of tenants’ allowance. Do you have a budget to cover any additional cost?	INSETA will request a cost for improvements; the process must be cost-effective. The budget is available to carry the

	<p>In some cases, sometimes the landlord / lessor will bear the cost and the lesser will pay it in instalments.</p>	<p>cost. There is a process that needs to be followed. INSETA will use spacing plan for partitioning / dividing and the landlord / lessor will provide quotation as per our need. The landlord / lessor will indicate as to how much it can cost. INSETA will make assessment and decide.</p>	
	<p>6. Do you want to spend more money for the new requirement instead of extending the contract with the building that meet your requirements?</p>	<p>If the current bidder can meet our requirement, there are other bidder(s) in the market that can also meet our requirements. The last criteria which is price and preference (cost-effective), INSETA will make comparison to all bidders that meets our requirements.</p> <p>Contract management must be in line with contract terms and conditions and adhere to National Treasury regulation.</p>	
	<p>7. Why INSETA choose Weltevredenpark as a preferred area, since it is so far from other preferred areas?</p>	<p>INSETA conducted assessment which included our stakeholders, public transport accessibility and availability of co-operate kind of set-up. Weltevredenpark was among the areas which met INSETA strategic business positioning requirements.</p>	
	<p>8. In the tender document there is an indication that the maintenance should be done within 24 hours maintenance. Are referring to acknowledgement of a call or fixing the problem. There are some cases where you need fourteen (14) days to fix it the problem.</p>	<p>In terms of maintenance calls, they are different weights / priorities e.g. if the air conditioner at serve room is down that one it should be sorted within twenty-four (24) etc. The calls for more priority or for business continuity must be created as a matter of urgency.</p>	
	<p>9. Option to terminate can be negotiated?</p>	<p>Option to terminate can be due to unforeseen circumstances or events e.g. INSETA no longer in business, If INSETA failed to pay the lessor maybe for a period of six (6) months (breach of a contract) or lessor failure to deliver as agreed. Termination clauses will be agreed by both parties lesser and lessor during contracting stage. Option to terminate should favor both parties not only INSETA.</p>	
<p>3</p>	<p>The bidder(s) were advised to send any other questions that they might have to: PhiwokuhleG@inseta.org.za The bidders were requested / advised to send their enquiries not later than 24 October 2019 in order for INSETA to be able to respond on time. It was emphasized that INSETA will not entertained any telephonic enquiries, all enquiries must be sent via e-mail.</p>		

	<p>PG - Mentioned that the bidders are required to register with National Treasury Central Database before submitting their proposal. Failure to do that will be a straight disqualification. The bidders must ensure that their proposal is deposited in tender document situated at our reception area before / on the 12 November 2019 lot later than 11h00 am, late proposal received will be disqualified. He added by stating that the bidder must ensure that all SBD forms are fully completed and supporting documents are attached together with their proposals.</p>
4	<p>Closure PG - thanked everyone for attending and declared the briefing session closed.</p>

SCM Specialist

Date: _____