

QUESTIONS AND ANSWERS IN RELATION TO BID NUMBER: MICT/SETA/EL/007/2021.

1. Question:

Please can you provide us with a map of the specific areas that MICT SETA would want to be in?

Response:

- Chiselhurst
- Vincent
- Berea
- Beacon Bay

2. Question:

Are you going to install the access control at your own cost or do you want us to supply the access control on your behalf? Who is paying for this access control?

Response: The service provider / Landlord must provide access control

- *Refer to bid document – paragraph (3.1.6) - BUILDING – GENERAL REQUIREMENTS – The building and office space must make provision for access control which must be accessible to both staff and stake holders,*

3. Question

Do you want undercover or open parking bays?

Response:

The service provider / Landlord must provide any type of parking.

- *Refer to bid document - paragraph 3.1.14. Minimum of ten (10) Secure on-site parking and sufficient parking for visitors parking,*

4. Question:

How many of the 10 parking bays must be allocated to disability parking?

Response: One disability parking

5. Question:

Please provide us with the specific needs requirements for the office areas, GLA, how many offices etc.

Response: currently there is one manager. Kindly refer to paragraph 3.1.16 and 3.2.10 of the bid document.

The service provider must supply workstations that allows for a sitting of 6 people, the furniture must consist of 6 chairs, lockable credenza's and the working station cubicle at least 90 cm high from the workable/table area. The working station must cater for Covid -19 social distancing of 1,5m. The provision of the furniture should be provided as rental cost to MICT SETA.

- Refer to bid document paragraph 3.2.10. The lease offered must be for 36 months. The lease offered must also allow for further extension of the building if required which will mainly cater for ablution and office space.
- Refer to bid document requirements -3.1.16. Provision of two (2) meeting rooms, a kitchen, sick bay, a provision for (1) one storeroom and a printing area. There must be a strong room, in addition to the storeroom. Only managers will have offices (glass cubicles) and the rest of the staff have open plan area. –the service provider / landlord must propose the requirements of this paragraph within the parameters of the rental space (300-400 sqm).

6. Question:

Who is responsible for the costs of installation for the surveillance cameras and controlled access an active system, etc?

Response:

The service provider / Landlord will be responsible for these costs.

7. Question :

Who is responsible for the for monthly costs for the surveillance cameras and controlled access an active system, etc?

Response:

The service provider / Landlord will be responsible for these costs.

8. Question:

Please provide us with your specific needs requirements for the open plan workstation furniture (how many desks, tables, chairs, etc) as well as the colour of paint that you are referring to.

Response:

At current the staff complement is six (6) with the possibility of future expansion.
The colour scheme as per our corporate identity will be shared with the winning bidder.

9. Question:

What right of first refusal are you referring to?

Response:

This is a clause that gives an existing tenant the first opportunity to lease additional space that is currently vacant or might become available to lease when another tenant vacates the space in the property.

10. Question:

You request a minimum of 10 parking bays in the tender but is only going to score us 5 points but if we offer more than that, then we can claim the 10 points. Please confirm exactly how many secured parking for staff do you require so that we can claim the full 10

Response:

Refer to the set functional criteria and point allocation as in the bid document:
Minimum of 10 secured parking for staff= 5 Points
More than 10 secured parking for staff= 10 points

11. Question:

Due to the sensitivity of this information can you view the financial statements at our offices and still claim 5 points or do we have to attached the financial statements?

Response:

The bidder must provide the financial statements with bid as the points will be allocated during evaluation stage. No financial statements no points will be allocated.

12. Question:

Who is responsible for the tenant Installation at the proposed office accommodation? Do we give MICT SETA a white shell and they do the tenant installation or must we make provision for tenant installation costs.

Response:

The service provider / Land lord must provide for tenant installation at own costs.

13. Question:

Do we add the tenant installation costs to the rental or will MICT SETA pay upfront?

Response:

The service provider / Landlord must provide for tenant installation costs as a separate price item

14. Question :

Who is responsible for the security at the proposed office accommodation?

Response:

The service provider / Landlord must bill MICT SETA

15. Question :

Who is responsible for the sewerage at the proposed office accommodation?

Response:

The service provider / Landlord must provide the estimated service costs to MICT SETA

16. Question :

Who is responsible for the water and electricity usage at the proposed office accommodation?

Response:

The service provider / Landlord must provide the estimated service costs to MICT SETA

17. Question:

Who is responsible for the rates and taxes at the proposed office accommodation?

Response:

The service provider / Landlord service costs to MICT SET The service provider / Landlord must provide the estimated service costs to MICT SETA

18. Question:

How many staff do you employ?

Response:

Six (06) at present.

19. Question:

Can you advise if there is an accommodation schedule for this bid detailing the number of managers and general workers?

Response:

Refer to question and answer 5 of this document.

20. Question:

Further some guidance on size of boardroom and meeting rooms is required.

Response:

The service provider / Landlord must propose for these requirements within the parameters of the rental space (300-400 sqm).