



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

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REQUESTS FOR QUOTATIONS

**APPOINTMENT OF A SERVICE PROVIDER IN FACILITIES MANAGEMENT FOR THE
NEDLAC HOUSE**

1. INTRODUCTION

The National Economic Development and Labour Council (Nedlac) is a statutory body that was established through Nedlac Act No. 35 of 1994 and operates under the terms of its own Nedlac Constitution. Nedlac's vision is to promote growth, equity and participation through social dialogue.

2. PURPOSE

Nedlac requires a suitably qualified and experienced service provider to provide over a 6month period in respect of the Nedlac building (which it owns) in Rosebank, Johannesburg:

- Assessment of both the Hard Facilities Management (Hard FM) and Soft Facilities Management (Soft FM) of the Nedlac building from a facilities management compliance perspective;
- Assessment of all existing facilities management documentation and processes;
- Revise current documentation and processes to ensure compliance with relevant legislation and
- Assist with the implementation of recommendations.

The objective of this exercise is to ensure full compliance with relevant facilities management and occupational health and safety legislation and deliver a world-class and modernised building that is comfortable, safe and effective in servicing the Nedlac employees and its visitors.

3. BACKGROUND

3.1. Nedlac has one office nationally with an employee compliment of +-37 and external stakeholders/social partners. Before the Covid19 pandemic, on average +- sixty people would use the facilities on a daily basis. The office is situated at 14A Jellicoe Avenue in Rosebank, Johannesburg.

3.2. The building has inter alia the following features:

- Underground parking for twenty-eight and above ground parking for nine vehicles.
- One server room
- One storage room
- One reception desk and waiting space on the ground floor
- Six single and six shared office spaces
- Three kitchen spaces
- Seven boardrooms
- Three ladies' toilet cubicles and three men's toilet cubicles on the ground and first floors
- One lady's and one men's toilet and a shower on the 2nd floor
- Limited landscaping
- Guard house with a toilet
- One electronic main gate
- OHS features including ten fire extinguishers throughout the building and a gas fire extinguisher in the server room
- Four fire hoses located at the basement and the three office building floors
- Fibre cabling through out the building

See attached floor plans.

3.3. The scope of work includes *inter alia* the following elements:

- Security and safety
- Cleaning
- Maintenance of the building including electricity, water, fibre
- Uninterruptible power supply (UPS) including backup generators
- Lift maintenance
- Occupational health and safety
- HVAC (air conditioning)
- Safe and secure physical storage

4. SCOPE OF WORK

4.1. Undertake a comprehensive physical assessment of the facilities referred to at 3.3 above at Nedlac House.

- 4.2. Undertake an assessment of the existing facility management (FM) documentation and processes in line with the legislative requirements and industry good practice
- 4.3. Based on the outcome of the above assessments make recommendations to revise existing processes and documentation to ensure alignment with relevant legislation and industry good practice.
- 4.4. Based on areas of non-compliance,
 - 4.4.1. Draft specifications for any short-medium term requests for quotations.
 - 4.5. Train two officials at Nedlac to ensure ongoing compliance, monitoring and oversight of facilities management.
- 4.5. Provide a detailed handover report to Nedlac at the end of the assignment.

5. REQUIREMENTS OF THE SERVICE PROVIDER

- 5.1 The successful service provider must have:
 - 5.1.1 Experience in FM consulting, training and implementation of related strategies, processes and compliance with related regulations specifically in the public sector.
 - 5.1.2 Accreditation with SAIOSH and SAFMA (SA Facilities Management Association), or any other relevant and accredited body.

6. PERIOD OF WORK

- 6.1 The contract will be for a period of 6 months

7. SUBMISSION OF DOCUMENTS

Service providers must submit the following documents:

- 7.1. A short proposal outlining the approach and methodology as to the execution of the terms of reference.
- 7.2. Budget indicating the maximum amount for the assignment.
- 7.3. Proof that the firm is in good standing with the South African Revenue Services (SARS).
- 7.4. Entity ownership type and BBBEE certificate if relevant.
- 7.5. Company registration.
- 7.6. Contact details and physical address.
- 7.7. Company profile, including CVs of relevant individuals which must clearly demonstrate the necessary skills and experience in the area of expertise listed below.
- 7.8. Three contactable references.
- 7.9. Details of three - five projects that are similar in nature.

8. SUBMISSION AND ENQUIRIES

- 8.1. Service providers should send their completed proposal and quotation and accompanying relevant documentation by email (WinZip, WeTransfer or any other similar applications for sharing are acceptable) to SCM unit by **11 June 2021** at 15H00.

8.2. A non-compulsory briefing session will be held on **03 June 2021** via MS Teams [Click here to join the meeting](#)

8.3. Note that no late proposals will not be considered.

8.4. Nedlac reserves the right to cancel this RFQ should such be deemed necessary.

9. SELECTION AND EVALUATION CRITERIA

9.1. Evaluation criteria

The evaluation criteria to be utilised will be the following:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the proposals.

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
A. Approach and methodology in managing this project which should include:		
Interpretation of Terms of Reference to demonstrate understanding	ing of what is required:	
5. Excellent understanding of what is required in the terms of reference; innovative and practical approach to developing an application; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that the main deliverables (inception report, profile report and monthly report) are integrated and complementary	5 = Excellent	20%
4. Good understanding of what is required in the terms of reference; practical approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that the two main deliverables are integrated and complementary	4 = Good	
3. Satisfactory (or repeat of ToRs) understanding of what is required in the terms of reference; generic or text book approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism to ensure that the two main deliverables are integrated and complementary.	3 = Satisfactory	
2. Poor understanding (wrong interpretation) of what is required in the terms of reference and missing one of the of the following critical components: approach and methodology; action plan; and project monitoring and evaluation mechanism	2 = Poor	
1. No action plan submitted.	1 = Not Acceptable	

The below matrix will be used in scoring the proposals:		Scoring	Weight
Description of Quality Criteria and Sub-criteria			
Total Functionality	Total Score	100%	
B. Relevant Expertise			
Service providers (companies/individuals) must prove competency and expertise in one/more of the following areas: Facilities Management and compliance, Occupational Health and Safety or any other relevant experience that can be demonstratable.			
50% or more of the team has a Post-graduate Degree (Honours/Masters/PHD): NQF 8&9&10 = Excellent	5 = Excellent	30%	
60% or more of the team has a Bachelor's Degree/BTech NQF/similar 7 = Good	4 = Good		
70% or more of the team has a Diploma or Advanced Certificate NQF 6 = Satisfactory	3 = Satisfactory		
80% or more of the team has a Higher Certificate NQF 5 = Poor	2 = Poor		
The team members only possess a National Certificate and below NQF 4&3&2&1 = Not Acceptable	1 = Not Acceptable		
C. Relevant experience			
To evaluate each of the above components, the following criteria will apply:		30%	
5 and above years or more relevant experience = Excellent	5 = Excellent		
3 to 5 years' relevant experience = Good	4 = Good		
2 to 3 years' relevant experience = Satisfactory	3 = Satisfactory		
1 to 2 years' experience = Poor	2 = Poor		
0 to 1-year experience = Not Acceptable	1 = Not Acceptable		
D. Similar Projects Completed			
Number of Completed Similar Projects:			
5 or More Completed Similar Projects = Excellent	5 = Excellent	20%	
4 Completed Similar Projects = Good	4 = Good		
3 Completed Similar Projects = Satisfactory	3 = Satisfactory		
2 Completed Similar Projects = Poor	2 = Poor		
1 Completed Similar Projects = Acceptable	1 = Not Acceptable		

9.1. The minimum score for Quality Evaluation Service providers that attain a minimum score of 70 in both the technical and interview evaluation will be evaluated for price and BBBEE.

9.2. The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter. Nedlac reserves the right to ultimately decide not to appoint any service provider in terms of this call for quotations.

9.3. The successful applicant must be ready and available to commence work immediately after appointment. The targeted starting date is **01 July 2021**

10. ENQUIRIES

10.1. Technical enquiries regarding this Terms of Reference should be emailed to Ms Sharlotte Kopano van Rooyen at sharlotte@nedlac.org.za and Priscilla Mashabane at Priscilla@nedlac.org.za

10.2. Procurement enquiries regarding this Terms of Reference should be emailed to Joyce@nedlac.org.za

11. PAYMENT TERMS

11.1. Payments will be made monthly, against presentation of satisfactory deliverables as will be outlined in the project plan and agreed upon on appointment of the successful bidder/service provider.