



BID NOTICE

THE PROVISION OF THE LEASE FOR THE OFFICE ACCOMMODATION FOR THE EASTERN CAPE LIQUOR BOARD HEAD OFFICE FOR THE PERIOD OF 5 YEARS WITH AN OPTION TO EXTEND FOR FURTHER PERIOD OF 2 YEARS

No	Bid Reference No	Building Requirement	Square Meters	DATES
1	ECLB/003/2021-22	ECLB Office accommodation in East London preferably within a radius of 2 km from public transport facilities.	An approximate usable area of 1 351,30 square meters and 50 secured and onsite parking bays.	Closing date: 10 th September 2021 at 12:00
2	Compulsory Briefing	Request the link from; Hlengiwe.Vakele@eclb.co.za Or Vuyiswa.Cekiswa@eclb.co.za before 10h00 am to request the link. NB: No one will be connected after 11h15 am.		Briefing date: 27 th August 2021 at 11:00

Bids are hereby invited from the suitable and qualified services providers/ bidders to submit bids for the above-mentioned bid.

Bid documents will be available from ECLB Head in East London Offices as from **20 August 2021** during office hours (08:00 to 16:30) Monday to Thursday and (08:00 to 16:00) on Friday **upon the payment of non-refundable deposit of R100.00** per set of documents which is deposited to: *Name: Eastern Cape Liquor Board, Bank: First National Bank, Branch: East London, Account type: Cheque Account no: 62103344800, Branch no: 210121 as reference kindly use the Bid Number and company name: (003/2021-22 Name of company) Please provide the deposit slip as proof of payment on request for the bid documents.*

The completed documents and any supporting documentation must be placed in a sealed envelope clearly marked "PROVISION OF THE LEASE FOR THE OFFICE ACCOMMODATION FOR EASTERN CAPE LIQUOR BOARD HEAD OFFICE, EAST LONDON" and deposited in the Bid Box situated in the reception area, at Shop No. 10 Beacon Bay, Beacon Bay Crossing, East London on the 10th of September 2021 @ 12:00 midday. Submission register must be signed by all the submitting bidders.

Evaluation Criteria: Preferential Points System (80/20)

The Evaluation is in two Stages: Functionality in Stage 1 and Price and Stage 2 for B-BBEE. The 80/20-Preference Points Principle; 80 points will be for the price and the 20 points will be for the supplier’s B-BBEE rating.

STAGE 1 FOR FUNCTIONALITY

Stage 1: Functionality criteria (<i>maximum of 100</i>)	Total Points
<p>Proximity of the premises to public transport system- maximum 20 points.</p> <ul style="list-style-type: none"> • Premises offered are within 1-2 km radius from Public Transport Facilities (20) • Premises offered are within 3-5km radius from Public Transport Facilities (15) • Premises are more than 5 km radius from Public Transport Facilities (10) 	20
<p>Methodology maximum 20 points</p> <p>Design concept broadly outlining but not limited to space provisioning planning, materials and services to be used.</p> <p>No marks will be allocated if the design concept is not submitted.</p>	20
<p>Parking facilities (minimum 50 parking bays) – maximum 15 points</p> <ul style="list-style-type: none"> • Designated and secured office parking space with carport or undercover parking bays with remote control or boom gate entrance (15) • Designated and secured office parking space with carport or undercover parking bays. (10). • Secured and uncovered/open parking space (5) 	15
<p>Security of the premises– maximum 20 points</p> <p>Security features of the building: -</p> <ul style="list-style-type: none"> • Perimeter boundary walls (5) • 24-hour security provided (5) • CCTV monitoring systems (5) • Electric fence (5) 	20
<p>Experience in property business</p> <ul style="list-style-type: none"> • 3 or more years of relevant experience (15) • 2-3 years of relevant experience (10) • 0-1 year of relevant experience (5) <p>Proof of previous experience must be provided with reference letters</p>	15
<p>Value adds but not limited to</p> <ul style="list-style-type: none"> • Energy saving – automatic on and off light switch (5) • Water saving – automatic on and off water switch (5) 	10
Total	100

NB: Service providers must provide sufficient proof/documents to justify awarding of the points above and such proof should include details of contactable references to evaluation criteria above.

Bidders who obtain 70 points above out of 100 for functionality (Stage 1) will qualify for evaluation in terms of price and B-BBEE Status in stage 2. All points scored by qualifying bidders in stage 1 will not be taken into consideration in stage

STAGE 2 Evaluation for Price for B-BBEE

Evaluation Criteria	Points
Price	80
B-BBEE (Verification Status level)	20
Total	100

Please note the following.

- Attendants/ prospective bidders must sign the attendance register.
- No late, telegraphic, faxed or e-mailed bids will be accepted
- The ECLB Supply Chain Management policy will apply
- ECLB reserves the right not to appoint for this bid

Enquiries:

Ms L. Tini (Executive Manager: Manager: Corporate Services)
Ms H. Vakele (Snr Supply Chain Officer)
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5241