



TO:	BIDDERS
FROM:	THE HDA
DATE:	09 APRIL 2025
DESCRIPTION	REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLE OFFICE AND STAFF PARKING (INCLUDING SECURITY AND CLEANING) FOR THE HOUSING DEVELOPMENT AGENCY, WESTERN CAPE, FOR A PERIOD OF 24 MONTHS (2 YEARS).
TENDER NUMBER:	HDA/WC/2024/063

<p>Question 1: 1. Refer to page 16 of 70 – Instructions for completing the RFP point 7.4</p> <ul style="list-style-type: none"> • Question: Do we need to submit a separate USB for each Envelope 1 and Envelope 2? Or if only one USB is required, which envelope should it be placed in?
<p>Answer 1: Place a separate USB in both envelopes</p>
<p>Question 2: Refer to page 20 of 70 – Parking</p> <p>Question: How many of the 22 parking bays must be open?</p> <p>Question: How many of the 22 parking bays must be covered?</p>
<p>Answer 2: All parking bays should be covered with security access</p>
<p>Question 3: Refer to page 23 of 70 – Mandatory requirements – Retro fitted</p> <p>Question: Could you please clarify what you mean by "retro fitted"?</p>
<p>Answer 3: By retro fit we mean to design the office to the HDA standard</p>
<p>Question 4: Refer to page 23 of 70 - Bidder to submit layout drawings</p> <p>Question: Could you please provide us with your specific requirements, such as the size (m²) of the lockable offices, open-plan areas, etc, etc...</p>
<p>Answer 4: The Information is on the tender document under scope of work</p>
<p>Question 5: Refer to page 23 of 70- Bidder confirms that they are possession of the following – Occupancy Certificate</p> <p>Question: You've mentioned that the Certificate of Occupancy must accompany the bid document. However, the Certificate of Occupancy can only be issued after the tenant installation is complete and the Fire Chief has inspected the leased premises.</p> <p>Could you kindly advise how this will impact the outcome of the tender and the scoring?</p> <p>We can confirm that the Certificate of Occupancy will be available at the time of handing over the building and before the commencement of the lease. What would you require from us to ensure compliance with this?"</p>

Answer 5: The certificate of occupancy is needed by the time of tendering as per the tender document, is very crucial that you have the document before award as it confirms that the building meets all the relevant building regulations and is safe for occupation.

Question 6: Refer to page 23 -24 of 70 Certificate of Occupancy, Electrical COC, Gas Certificate, Fire System COC, Plumbing.

Question: Should we provide these certificates with the tender submission, or only at the handover if we are the successful bidder?

Answer 6: Please submit all the required documents with the tender document.

Question 7: Refer to page 24 of 70 – Uninterrupted power supply.

Question: Do you require a UPS over and above the generator?

Question: If “yes” please provide us with the specifications of the UPS.

Question: What must the generator run off?

Question: Please provide us with the specifications of the generator

May you kindly respond as per the tender document, provide the requested document only.

Question 8: Refer to 25 of 70 – Agent or broker

Question: Regarding the statement that the bidder must be registered with the Property Practitioners Regulatory Authority and in possession of a valid Fidelity Fund certificate.

If one of our subsidiary companies offer the building for tender as an agent to the Landlord, is that in order? Surely only Estate Agents are in possession of a Fidelity Fund Certificate. Is the attachment of a Fidelity Fund Certificate only applicable to Estate Agents?

Answer 8: Unfortunately, we only need the valid Fidelity fund certificate as per the tender document.

Question 9: Refer to page 52 of 70 – Tenant Installation

Question: Please can you explain what HDA requirements for installation is.

Question: If we offer you an amount for Tenant Installation and you exceed this amount due to the fact that you require additional Tenant Installation or you have specific needs requirements which are not contained in this Tender document, will HDA pay for the overruns?

Answer 9: The tenant installation is worked out on the size of the building and also the rating of the building.

Question 10: Refer to page 52 of 70 – Beneficial occupation

Question: When is the expected date of occupation, and how many months of beneficial occupation are required?

Answer 10: After finalization of the tender process which can take us two to three months.

Question 11: Refer to page 52 of 70 – Beneficial occupation

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Answer 11: After finalization of the tender process which can take us two to three months.

Question 12: 12. Question: Who is responsible for payment of:

- Water and Electricity
- Refuse removal
- Internal Maintenance
- External Maintenance
- Internal Cleaning (she bins, office cleaner etc etc)
- External Cleaning
- Internal Security
- Burglar alarm system linked to armed response
- Guard at proposed office space for HDA’s exclusive use
- External Security – for whole building
- Rates and Taxes
- Fire charges - Municipal
- Servicing of fire equipment
- Generator Maintenance

- Generator Fuel
- Pest Control
- Sewerage
- Exterior and interior signage

Answer 12: Kindly refer to the tender document, you can add those fees to your pricing schedule.

