



# GAUTENGIDZ

INDUSTRIAL DEVELOPMENT ZONE

## REQUEST FOR INFORMATION (RFI)

DATE OF ISSUE: 17<sup>TH</sup> JANUARY 2020

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF GAUTENG  
IDZ DEVELOPMENT COMPANY SOC LTD**

**BID NUMBER:** GIDZ/08/2019-20/RFI\_FM

**CLOSING DATE:** 10<sup>th</sup> FEBRUARY 2020

**CLOSING TIME:** 11:00

**BID VALIDITY PERIOD:** 90 DAYS

**BRIEFING SESSION:** COMPULSORY BRIEFING SESSION

**BRIEFING SESSION VENUE:** 10<sup>TH</sup> FLOOR  
124 MAIN AND KRUIS STREET  
CENTRAL JOHANNESBURG

**BRIEFING SESSION TIME:** 12h30

**BRIEFING SESSION DATE:** 23<sup>RD</sup> JANUARY 2020

**DESCRIPTION:** REQUEST FOR INFORMATION (RFI) FOR THE PURPOSE OF IDENTIFYING VENDORS/SERVICE PROVIDERS WHO HAVE THE CAPACITY AND EXPERIENCE TO PROVIDE AN OPTIONS ASSESSMENT AND FEASIBILITY STUDY FOR FACILITIES MANAGEMENT SERVICES TO THE GAUTENG INDUSTRIAL DEVELOPMENT ZONE SOC LIMITED FOR THE OPERATIONS OF THE OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1

**BID SUBMISSION REQUIREMENTS:** 2 ENVELOPES.  
SUBMISSIONS MUST BE SUBMITTED IN ONE ORIGINAL AND TWO COPIES

TECHNICAL (1 ORIGINAL AND 2 COPY)  
FINANCIAL (1 ORIGINAL AND 2 COPY)

**NB: PLEASE IT'S A REQUIREMENT TO  
SUBMIT DOCUMENT AS REQUESTED**

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT: 15<sup>TH</sup> FLOOR, 124 MAIN STREET, JOHANNESBURG**

**A1: INVITATION TO BID**

**SBD1**

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF GAUTENG  
IDZ DEVELOPMENT COMPANY SOC LTD**

BID NUMBER: **GIDZ/08/2019-20/RFI\_FM** CLOSING DATE: **10<sup>th</sup> FEBRUARY 2020** TIME: **11:00**

**DESCRIPTION: REQUEST FOR INFORMATION (RFI) FOR THE PURPOSE OF IDENTIFYING SERVICE PROVIDERS WHO HAVE THE CAPACITY AND EXPERIENCE TO PROVIDE AN OPTIONS ASSESSMENT AND FEASIBILITY STUDY FOR FACILITIES MANAGEMENT SERVICES TO THE GAUTENG INDUSTRIAL DEVELOPMENT ZONE SOC LIMITED FOR THE OPERATIONS OF THE OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1**

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**Gauteng Growth & Development Agency  
15<sup>TH</sup> Floor  
124 Main Street  
JOHANNESBURG  
2001**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. The bid box is generally open 24 hours a day, 7 days a week.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....  
POSTAL ADDRESS.....  
.....  
STREET ADDRESS.....  
TELEPHONE NUMBER CODE..... NUMBER.....  
CELL PHONE NUMBER.....  
FACSIMILE NUMBER CODE..... NUMBER.....  
VAT REGISTRATION NUMBER.....  
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? YES/NO  
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO (IF YES ENCLOSE PROOF)  
  
SIGNATURE OF BIDDER:.....DATE: .....  
  
CAPACITY UNDER WHICH THIS BID IS SIGNED.....

**TOTAL BID PRICE: (BIDDERS TO PROVIDE BUDGTED COSTING FOR EACH MODEL THEY SUGGEST)**

## A.1.1. CONDITIONS OF BIDDING

### 1 Proprietary Information

- 1.1 Gauteng Industrial Development Zone (GIDZ) is a subsidiary of the Gauteng Growth and Development Agency and any mention on the tender documents that reference to GGDA shall apply for GIDZ on this tender.
- 1.2 The GIDZ/GGDA considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GGDA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of GGDA.

### 2 Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this tender should be in writing and channeled to: Email address: [kgalaletsos@ggda.co.za](mailto:kgalaletsos@ggda.co.za) and [felicias@gidz.co.za](mailto:felicias@gidz.co.za).
- 2.2 Please note that the last date for request for information pertaining to this tender will be on the **3<sup>rd</sup> February 2020**
- 2.3 ***Bidders may not contact any other GGDA/GIDZ employee besides contact person mentioned on Paragraph 2.1 above on any matter pertaining to the bid from the time when bid is advertised to the time the bid is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.***
- 2.4 All the documentation submitted in response to this tender must be in English.
- 2.5 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by GGDA in regard to anything arising from the fact that pages are missing or duplicated.

### 3 Validity Period

- 3.1 Responses to this tender received from suppliers will be valid for a period of **120 days** counted from the closing date of the tender.

### 4 Submission of Tenders

- 4.1 Tenders should be submitted in duplicate all bound in a sealed envelope endorsed, **GIDZ/08/2019-20/RFI\_FM**. The sealed envelopes must be placed in the tender box at 15<sup>th</sup> Floor, 124 Main Street, Johannesburg by no later than **11h00 on 10<sup>th</sup> FEBRUARY 2020**.
- 4.2 The closing date, company name and the return address must also be endorsed on the envelope. If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the BID BOX.
- 4.3 No bid received by telegram, telex, email, facsimile or similar medium will be considered. Where a tender document is not in the tender box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.
- 4.4 Amended bids may be sent, together with the original bid, in an envelope marked "Amendment to

bid” and should be placed in the bid box before the closing date and time. An amendment bids without original bid document will not be considered.

- 4.5 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.
- 4.6 Kindly note that **GGDA GROUP** is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.
- 4.7 **GIDZ/GGDA** reserves that right not to accept the lowest bid of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and financially advantageous to **GIDZ/GGDA**.
- 4.8 GIDZ/GGDA also reserves the right to award this bid to a purely empowerment company or may award this bid on conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
- 4.9 GIDZ/GGDA also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 4.10 GIDZ/GGDA reserves the right to, amongst other things, conduct unscheduled or scheduled site visit/s to satisfy itself, as to the validity of the information provided on this bid documents.
- 4.11 An incomplete price list shall render the bid non-responsive.
- 4.12 All Conditions in the Joint Building Contracts Committee (JBCC) will apply, however Special Conditions of Contract (SCC) as outlined herein will supersede other conditions.
- 4.13 The Bidding Entity must be a single legal entity with all other necessary expertise secured via subcontract, or under a joint venture arrangement. The GIDZ will enter into a single contract with a single firm for the delivery of the work set out in these Terms of Reference.
- 4.14 Valid Tax Clearance Certificates or Tax Pin must be submitted by all South African firms submitting bids as part of a consortium or joint venture.
- 4.15 Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 4.16 Bids must be submitted in South African Rands, on a fixed price basis inclusive of VAT.
- 4.17 The costs of preparing bids and of negotiating the contract will not be reimbursed.
- 4.18 The Tender Evaluation Committee reserves the right to forfeit a bidder if a bidder submits a falsified tender bidding proposal.
- 4.19 The GIDZ is not bound to accept any of the bids submitted and reserves the right to call for best and final offers from short-listed bidders before final selection.
- 4.20 The GIDZ reserves the right to call interviews with short-listed bidders before final selection.
- 4.21 The GIDZ reserves the right to negotiate price with the preferred bidder.
- 4.23 Bidders may not contact the GIDZ on any matter pertaining to their Bid from the time when Bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.

## SECTION B: TERMS OF REFERENCE

### REQUEST FOR INFORMATION (RFI) FOR THE PURPOSE OF IDENTIFYING SERVICE PROVIDERS WHO HAVE THE CAPACITY AND EXPERIENCE TO PROVIDE AN OPTIONS ASSESSMENT AND FEASIBILITY STUDY FOR FACILITIES MANAGEMENT SERVICES TO THE GAUTENG INDUSTRIAL DEVELOPMENT ZONE SOC LIMITED FOR THE OPERATIONS OF THE OR TAMBO INTERNATIONAL AIRPORT SPECIAL ECONOMIC ZONE PRECINCT 1

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## 1. STATEMENT OF PURPOSE

The Gauteng Industrial Development Zone SOC Limited (“GIDZ” or “Gauteng IDZ”), Commercial and Facilities Division, issues this Request for Information (“RFI”) for the purpose of identifying service providers who have the capacity and experience to provide an options exploration, assessment and feasibility study for facilities management services to the OR Tambo International Airport Special Economic Zone (“ORTIA SEZ”) Precinct 1. The subsidiary appreciates your input and participation in this process.

## 2. BACKGROUND

Established in 2009, the Gauteng IDZ is a subsidiary of the Gauteng Growth and Development Agency (“GGDA”) which was established as a special purpose vehicle to manage the conceptualization, design, development and operationalization of the OR Tambo International Airport Special Economic Zone (“ORTIA SEZ”) Programme situated at Africa’s largest and busiest international airport located in Johannesburg, South Africa.

The Gauteng IDZ is a Gauteng Provincial Government (“GPG”) initiative to realise the objectives of implementing its economic development goals. The initiative is aligned to the priorities set out by the national and provincial Government, which among others include leading, facilitating and managing sustainable job creation and inclusive economic growth and development in Gauteng.

In lieu of the non-availability of contiguous land parcels around the land initially designated as an Industrial Development Zone (IDZ) at OR Tambo International Airport, the ORTIA SEZ Programme is being developed in a multi-site phase approach. In this regard, the first phase of the SEZ Programme – measuring 7,5ha located within the property boundaries of the OR Tambo International Airport, is presently under construction, with operations targeted for the latter part of 2020. Taking advantage of the competitive location of the GIDZ at Africa’s largest and busiest airport. The GIDZ SOC Limited has completed development of the first phase (Precinct 1) of the 7.5ha land parcel of the multi-sector high-value-low mass zone that incorporates the packaging and/or manufacturing of agro, jewellery, diamonds and other high-value-low mass products for export through the OR Tambo International Airport.

The objective of the GIDZ SOC Limited is to drive the development of the OR Tambo SEZ Programme and in so doing the agency is a registered public sector Schedule 3C of the PFMA appointed to develop and manage infrastructure assets under its custodianship. In this regard the GIDZ SOC Limited has to date:

- Enabled bulk infrastructure on the site;
- Developed a precinct master plan;
- Prepared the site for further development;
- Completed construction of the Northern Precinct Phase 1 development of an agro-processing facility; and

- Secured tenants in the Southern Precinct Phase 2 for a further 7 buildings (or blocks) on the site.

To date the GIDZ SOC Limited has procured tenants for the remaining 7 buildings (or blocks) to be developed including the construction of the security guardhouse 1 and 2 at the Southern Precinct Phase 2 site of the greater 7.5ha land parcel earmarked for the development of a Jewellery Manufacturing Precinct (“JMP”) site to accommodate the signed tenants. These buildings will comprise of a mixture of warehouse, manufacturing and office space. This further designates the requirement of the GIDZ’s responsibility to ensure that all infrastructure that is to be developed has been properly capacitated for the operational management of the JMP sites post-construction as an asset class and investment to ensure all daily operations in the form of asset, property and facilities management is provided for to its tenants.

It has now become paramount for the GIDZ SOC Limited to undertake an options exploration, assessment and feasibility study for the subsidiary’s strategy for the provision of a fully integrated asset and facilities management strategy that is aligned to the agencies mandate to manage the conceptualization, design, development and operationalization of the ORTIA SEZ Precinct 1. The ORTIA SEZ Precinct 1 comprises of two Phases: Phase 1 (Northern Precinct) of the 7.5ha site has reached Practical Completion where the tenant In2Food Group Propriety Limited has taken occupation on 17<sup>th</sup> May 2019 and is fully operational. The commencement of the balance of the site Phase 2 (Southern Precinct) is underway. Hence the immediate need for the GIDZ SOC Limited to commence with the planning of the operational aspects from a Corporate Real Estate Services (“CRES”) perspective to undertake an options exploration and assessment, whether to embark on an inhouse/outsourced/hybrid approach and any other models offered in the market for Facilities Management (“FM”) services and costed strategy for the GIDZ SOC Limited. Secondly, to decide as to the FM services approach to proceed with securing the required FM operational services to the precinct post-construction that aligns to its mandate as the custodian of the OR Tambo SEZ (Precinct 1) of the ORTIA SEZ Programme which is being developed in a multi-site phase approach.

In addition to the development of OR Tambo SEZ Precinct 1, the Gauteng IDZ is in the planning stages of its expansion phases; notably, 29ha (Precinct 2) located adjacent to the first phase and in proximity to OR Tambo International Airport and an additional 14ha (Precinct 3) located some 30km away in Springs, Ekurhuleni.

It is intended that the strategy adopted for the ORTIA SEZ Precinct 1 can easily be adapted and modified for other envisaged programmes of the SEZ depending on the commercial and tenant needs in terms of operational requirements.

The purpose of this RFI is to obtain information regarding the management of infrastructure and/or properties located at the ORTIA SEZ Precinct 1 which constitutes of a multi-sector high-value-low-mass SEZ.

The Gauteng IDZ’s objectives for facilities management services are to create:

- Improved quality of flexible, timely, and responsive services;

- Centralized management of the in-scope services;
- Implementation of “Best in Class” practices;
- Continuous innovation and leadership resulting in creative solutions;
- Reduced operating costs;
- Success measured by Key Performance Indicators (“KPI”); and
- Scalable solutions(s) that is flexible enough to evolve with the Gauteng IDZ’s needs.

This RFI has been developed in response to this need and is intended to support the GIDZ in the identification of a service provision strategy for an Integrated Asset and Facilities Management Services to support the operations of the ORTIA SEZ Precinct 1.

### **3. SCOPE OF WORKS**

To date the GIDZ has completed development of the first phase being that of the Northern Precinct (Phase 1) which the In2Food Group Propriety Limited factory is located at the 7.5ha land parcel of the multi-sector high-value-low mass zone that incorporates the packaging and/or manufacturing of agro, jewellery, diamonds and other high-value-low mass products for export through the OR Tambo International Airport. The Gauteng IDZ Devco, as part of its post-construction operational requirements, is therefore now required through its mandate as custodian of the state-owned and leased-in immovable assets to develop an integrated asset and facilities management strategic plan for the portfolio of infrastructure assets built.

Refer to the following annexures:

Annexure 1: ORTIA SEZ Precinct 1: Site Development Plan (3D Aerial Perspective View)

Annexure 2: GIDZ Precinct 1: 3D Eastern and Southern 3D Aerial Perspective Views)

It is intended that the RFI will provide the process and associated costs in developing an options exploration and assessment and feasibility study for the GIDZ, so that the Executive can determine a service provision to embark on an inhouse/outsourced/hybrid approach and any other models offered in the market and costed strategy for FM services into the future. The ORTIA SEZ Precinct 1 is the first development of three Programmes in the portfolio of assets to be developed, and a clear strategy for the provision of FM services at the ORTIA SEZ Precinct 1 is required, such that it can later be replicated at other sites.

The table below identifies the potential developments at the ORTIA SEZ Precinct 1 with estimated floor areas. In addition to the net areas are the external common areas of roadways landscaped spaces, fencing, entrances, lighting and security.



**Table 1: Proposed Total Floor Area Schedule**

<b>JEWELLERY MANUFACTURING PRECINCT</b>					
Total Floor Area Schedule (incl. all floors/ storey's)					
Building No.	Description	Area (m <sup>2</sup> )			Total Area (m <sup>2</sup> )
		(ground floor)	(first floor)	(second floor)	
Building 01	Warehouse & Offices	18 090m <sup>2</sup>	2 692m <sup>2</sup>	n/a	20 782m <sup>2</sup>
Building 02	Manufacturing & Offices	2 525m <sup>2</sup>	2 200m <sup>2</sup>	n/a	4 725m <sup>2</sup>
Building 03	Manufacturing & Offices	1 774m <sup>2</sup>	1 194m <sup>2</sup>	764m <sup>2</sup>	3 732m <sup>2</sup>
Building 04	Manufacturing & Offices	3 034m <sup>2</sup>	2 469m <sup>2</sup>	2 469m <sup>2</sup>	7 972m <sup>2</sup>
Building 05	Manufacturing & Offices	1 866m <sup>2</sup>	1 866m <sup>2</sup>	1 950m <sup>2</sup>	5 682m <sup>2</sup>
Building 6A	Manufacturing & Offices	240m <sup>2</sup>	240m <sup>2</sup>	240m <sup>2</sup>	720m <sup>2</sup>
Building 6B	Security Screening	215m <sup>2</sup>	n/a	n/a	215m <sup>2</sup>
Building 07	Manufacturing & Offices	523m <sup>2</sup>	523m <sup>2</sup>	523m <sup>2</sup>	1 569m <sup>2</sup>
Building 08	Manufacturing & Offices	330m <sup>2</sup>	363m <sup>2</sup>	363m <sup>2</sup>	1 056m <sup>2</sup>
Building 09	Guardhouse 1	28.0m <sup>2</sup>	n/a	n/a	28.0m <sup>2</sup>
Building 10	Guardhouse 2	22.0m <sup>2</sup>	n/a	n/a	22.0m <sup>2</sup>
Building 11	Parkade	5005.0m <sup>2</sup>	5005.0m <sup>2</sup>	5005.0m <sup>2</sup>	15 015.0m <sup>2</sup>
				<b>Grand Total</b>	<b>61 518m<sup>2</sup></b>

**NOTE:**      **\*\* Building 01 constitutes a Gross Facility Lease Agreement** where the Tenant is responsible for all the costs of operating and maintaining the Facility, with the Lessor retaining responsibility for the structural maintenance of the Facility as well as the maintenance and repair of electrical, water, sewerage and other installations, including the Precinct Common Areas and the provision of Security.

**\*\* Building 02 constitutes a Land Lease Agreement** (Design, Build, Finance, Operate and Transfer (“DBFOT”), where the Tenant is responsible, at its cost, for all maintenance (including structural maintenance) of the Facility whilst the Lessor retains responsibility for the maintenance of the Precinct, including the maintenance and repair of electrical, water, sewerage and other installations, including the Precinct Common Areas and the provision of Security.

**\*\* Building 03 to 08 constitutes a Nett Facility Lease Agreement** where the Tenant is responsible for all costs of operating the Leased Premises and maintaining the interior of the Leased Premises (including any air-conditioning equipment servicing the Leased Premises save the central plants) to the reasonable satisfaction of the Lessor. The Lessor shall retain the responsibility for the maintenance and repair of electrical, water, sewerage and other installations, including control and access into and out of the JMP, general maintenance and running of the JMP.

**N.B.** The GIDZ is as Lessor, specifically required to provide the following general management services in respect of all three lease types concluded:

- Fire and emergency equipment;
- The provision of minimum lighting, security and IT server support in the event of a power outage;
- Meter reading;
- Perimeter and precinct access security;
- Common area street lights, globes and tubes;
- Common areas cleaning costs, cleaning materials and consumables;
- Precinct landscaping and gardening; and
- Pest control.

The GIDZ's scope of envisaged facilities management operations is currently defined to include, but is not limited to, the following:

The services required at the facility are:

Compliance with the International Standards Organisation (ISO) and any other relevant and applicable standards to be adhered to for the full FM service (hard, soft and potential future components).

Hard Facilities Management Services for all common internal and external areas including:

- Reactive maintenance to assets
- Planned Preventative & Reactive Maintenance
- Planning and reporting on lifecycle management

Soft FM services including:

- Security services
- Cleaning
- Landscaping & Gardening
- Pest Control
- Hygiene & Sanitary Services
- Waste Management
- Environmental Control (recycling/waste separation)
- Building Management
- Utility Management
- Parking Management Systems
- Support Services
- Health & Safety Management
- Contract Management and Performance
- Enterprise Development
- Facilities Project Management
- Energy Management
- Business Continuity Planning
- Helpdesk

- ISO9001 Quality Management and any other relevant and applicable standards
- Audit & Compliance
- Workplace Management
- ISO14001 Environmental and any other relevant and applicable standards
- Performance Monitoring and Measurement
- Tracking Services
- Building Signage and Branding

Potential Future Components may include:

- Move management
- Project management
- Pre-planning
- Occupancy Planning (e.g. strategy, space planning, etc.)
- Shipping and Receiving/Dock Management
- Food Service Operations
- Administrative Site Services (such as Conference Room Schedule and Set Up)
- Special Events Set Up and Coordination
- Master Planning
- Facility Assessment

#### **4. FOR THE GIDZ, THE OPTIONS ASSESSMENT WILL INCLUDE:**

##### **4.1 Hard FM Services**

Hard FM Services for the GIDZ's Property Portfolio which will include operations and maintenance to the common area hardscaping, perimeter assets, utility assets. This maintenance is contractual (as per the lease agreements), statutory and in pursuance with the attainment of ISO 9001 Quality Management accreditation.

##### **4.2 Soft FM Services**

Soft FM services for the GIDZ's Property Portfolio which will include operations and maintenance of the assets in terms of the lease agreements and the GIDZ asset preservation strategy. This strategy would also include the GIDZ outsourced model and BBBEE procurement strategy hardscaping, perimeter assets, utility assets. This soft services maintenance is contractual (as per the lease agreements), statutory and in pursuance with the attainment of ISO 9001 Quality Management accreditation.

##### **4.3 Support Management Services**

Support Management services for the GIDZ's Property Portfolio which will ensure that the Internal and External SLA Key Performance Indicators (in keeping with the GIDZ's performance matrix) are achieved.

##### **4.4 Cost of Services**

Ascertaining the cost of a service in the FM industry is not an easy task as the cost benchmarks are not readily available or published in the public domain. Each benchmarking exercise carried out should ideally be structured in consideration of the specific requirements of a client.

#### **4.5 ICT Management Software Systems**

Respondents should include in their responses a comprehensive ICT software system for property and facilities management, with integrated accounting and real-time financial reporting. Designed around industry-best practices and business efficient processes, which further incorporates day-to-day administration to portfolio performance reporting and analysis.

The RFI is to be presented as a report and a presentation containing the key issues and decision support material for the executive decision-making process.

### **5. GENERAL INFORMATION**

The information to be submitted by the Respondents should be prepared simply and economically, providing a concise description of the Respondents ability to deliver on the RFI's request.

Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the Gauteng IDZ.

The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the Gauteng IDZ chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the Gauteng IDZ.

The Gauteng IDZ will not pay for any costs associated with responding to this RFI.

NB: The Respondents will be allowed to participate in further engagements per the tender requirements at the next stage for Request for Quotation (RFQ).

## 6. INFORMATIONAL FORMS

The Gauteng IDZ is requesting the following information from all interested parties. Please fill out the following forms or provide the below requested information on a separate attachment:

<b>GIDZ/08/2019-20/RFI_FM</b> <b>TECHNICAL INFORMATION FORM</b>	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON:  Name, Title:  Address:  Phone Number:  Email:
3.	Provide a short narrative of your company's knowledge and experience in providing the FMO services mentioned in the Background section for the following types of facilities. Please be specific about abilities to cover the breadth of locations and the depth of services to provide these FMO services across the wide geography of the GIDZ, and the variety of facilities owned and operated by the GIDZ, which include but are not limited to:  i) Industrial Parks/Estates ii) Office Space iii) Exhibition Space iv) Canteen/Restaurant v) Parkade vi) Administrative Space vii) Attenuation Pond viii) Security Screening and Administration ix) etc.
4.	Provide a short narrative on the following: As the GIDZ progresses toward an official solicitation, we would like to know, as specifically as possible, what information potential Respondents need from the GIDZ to be able to respond succinctly and accurately about their qualifications to provide these services. Please try to organize your requested information into categories. Example categories may include, but are not limited to, timeline/implementation, service level agreements, KPI's, and geographic vendor presence.

<b>COST INFORMATIONAL FORM</b>
<b>PLEASE DO NOT INCLUDE ANY SPECIFIC PRICING</b>
1. Describe what pricing units you typically utilize for similar services or goods (e.g. per hour, monthly, each, etc.)
2. Describe the typical price range for similar services or goods
<b>ADDITIONAL CONSIDERATIONS</b>
1. Please provide input on alternative approaches to FM services whether to embark on an inhouse/outsourced/hybrid approach and any other models offered in the market for FM services and costed strategy as discussed in the Background item no. 2 and the Scope of Works item no. 3 above and/or additional matters to consider that might benefit the Gauteng IDZ.

## **7. PROCEDURE FOR SUBMISSION**

The Respondents must submit a response to the RFI, integrating the technical requirements of this RFI and the Quoted Price as per milestones indicated herein.

The preferred service provider will be required to deliver final integrated reports of the Scope of Works indicated herein.

In addition to an Executive Summary (that can be read independently or as part of the broader document), the Final Report will be required to be organized according to the delivery tasks indicated herein, all consolidated into one document. In this regard, it is a specific requirement of the Gauteng IDZ that a power point presentation and Word document of the final report be availed by the preferred service provider.

Final deliverables must be provided in English using Arial Font size 12 for the body content of the report. Final deliverables shall be provided electronically in the following formats:

- (i) Adobe Acrobat readable copies of all documents;
- (ii) source files for all documents in MS Word, MS Power Point, MS Excel or later formats; and
- (iii) three hard copies professionally bound

All financial models must be in Excel format, and clearly set out all assumptions made, sensitivity analysis carried out, and model outputs.

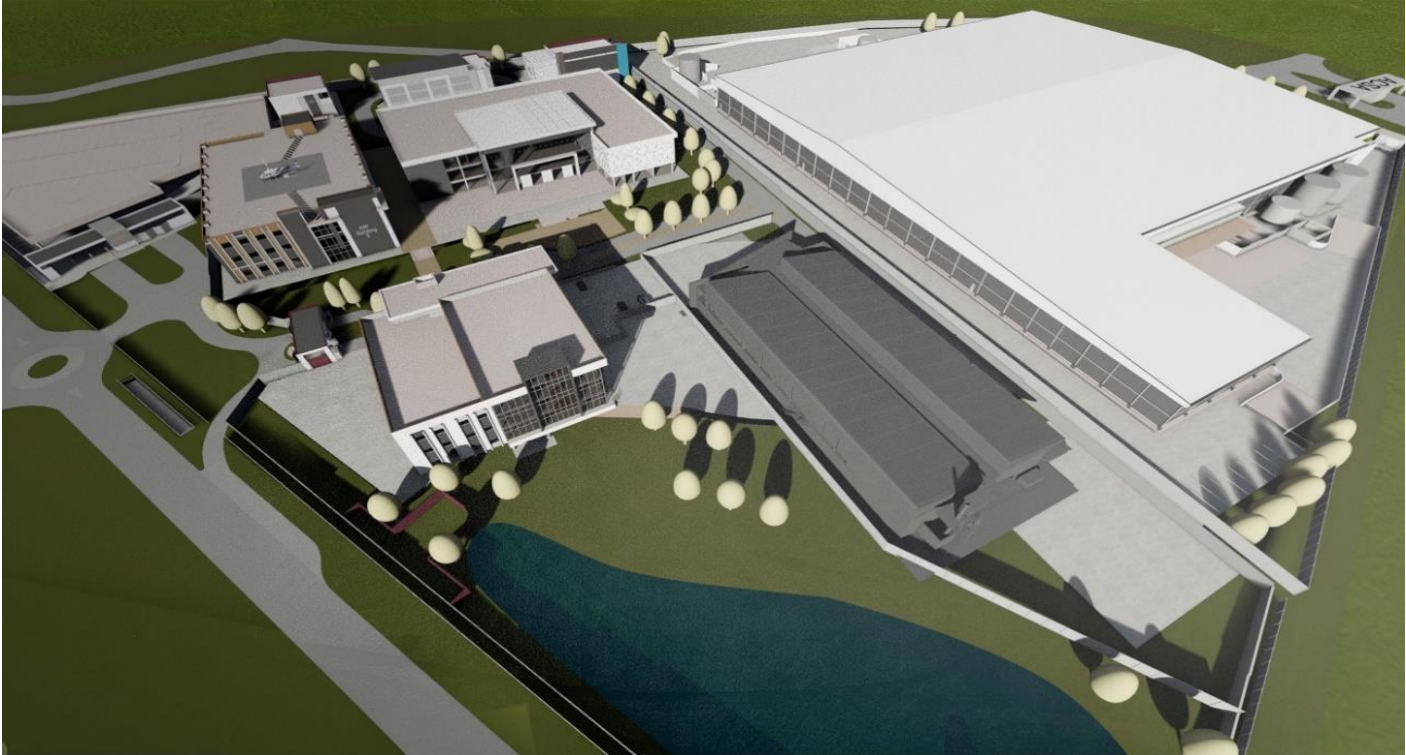
In addition to the documents to be developed, the preferred service provider will also be required to make a presentation to the GIDZ Senior Management Team.

**NB: GIDZ SOC Limited reserves the right to reject any RFI based on the outcome of its assessment of the credentials of the parties or their ability to undertake the proposed Works.**

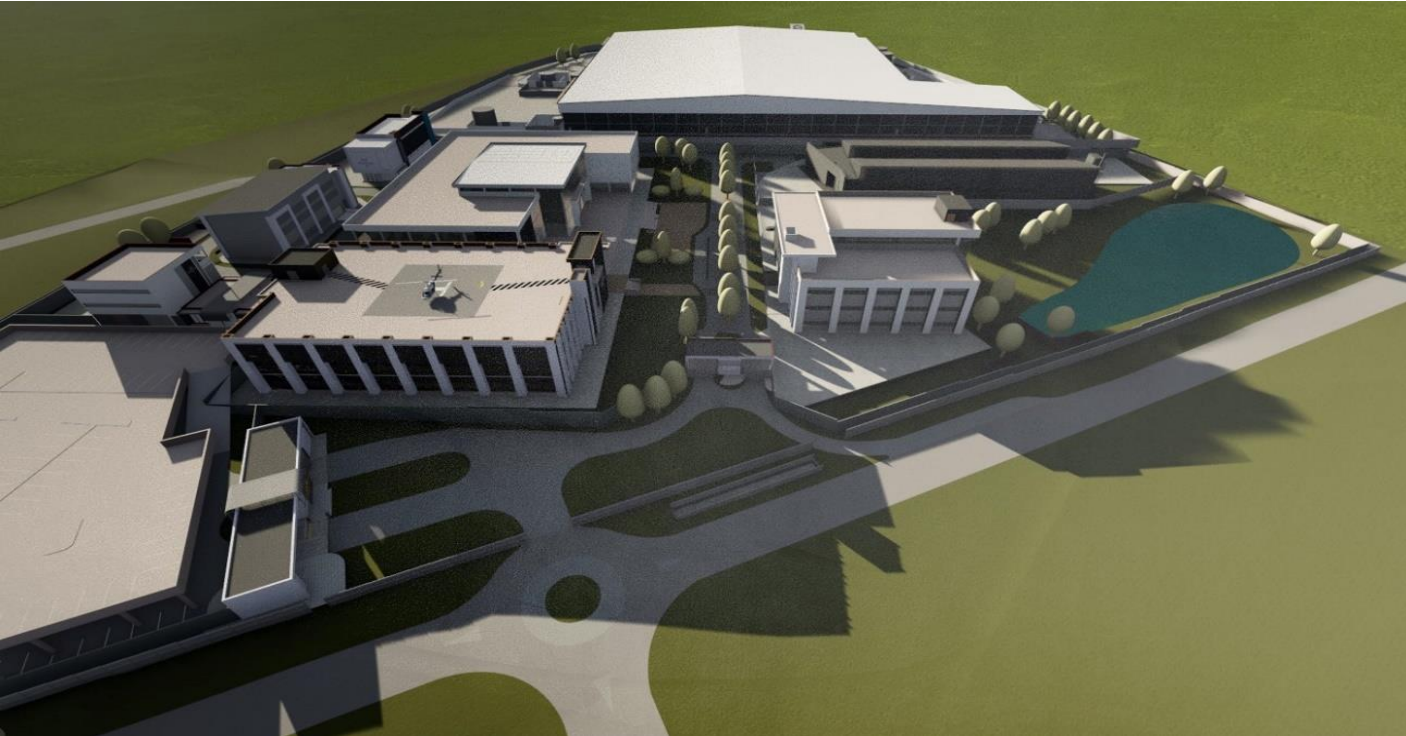




**ANNEXURE 2: GIDZ Precinct 1: 3D Aerial Perspective Views**



Annexure 2: GIDZ Precinct 1 Eastern 3D Aerial Perspective View  
Source: GIDZ, 2016



Annexure 2: GIDZ Precinct 1 Southern Entrance 3D Aerial Perspective View  
Source: GIDZ, 2016



**BIDDERS' INFORMATION / CONTACT DETAILS (THIS BELOW SECTION MUST BE COMPLETED IN FULL AND SIGNED)**

**NAME OF YOUR COMPANY (IN BLOCK LETTERS)**

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**SIGNATURE(S) OF THE BIDDER OR ASSIGNEE(S)**

**DATE**

---

**NAME OF PERSON SIGNING (IN BLOCK LETTERS)**

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**CAPACITY**

---

**ARE YOU DULY AUTHORISED TO SIGN THIS BID?**

---

**COMPANY REGISTRATION NUMBER** \_\_\_\_\_

**VAT REGISTRATION NUMBER** \_\_\_\_\_

---

**POSTAL ADDRESS (IN BLOCK LETTERS)**

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**PHYSICAL ADDRESS (IN BLCOK LETTERS)**

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**CONTACT PERSON**

**TELEPHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

**CELLPHONE NUMBER** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**TYPES OF BUSINESS** \_\_\_\_\_

**PRINCIPAL BUSINESS ACTIVITIES** \_\_\_\_\_