

## **REQUEST FOR INFORMATION**

**RFI NUMBER: RFI 008/INSETA/21**

### **OFFICE ACCOMMODATION FOR THE INSURANCE SECTOR EDUCATION & TRAINING AUTHORITY**

INSETA seeks to source market related information and costing for the above-mentioned request for information.

**Issue Date: 24<sup>th</sup> January 2022**

**Closing Date: 31<sup>st</sup> January 2022**

**Briefing session: N/A**

**For enquiries contact INSETA Supply Chain Management E-mail: [bids@inseta.org.za](mailto:bids@inseta.org.za)**

**Bidders to submit using this link; [https://insetaorgza0-my.sharepoint.com/:f/q/personal/bids\\_inseta\\_org\\_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFDFx1QXomvGrv6jQ](https://insetaorgza0-my.sharepoint.com/:f/q/personal/bids_inseta_org_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFDFx1QXomvGrv6jQ)**

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory, or other rights.

No binding contract or other understanding for the supply of services will exist between the Insurance Sector Education and Training Authority (INSETA) and any respondents to this RFI.

**INSETA**

**REQUEST FOR INFORMATION (RFI)**

<b>RFI NUMBER</b>	<b>: RFI 008/INSETA/21</b>
<b>RFI TITLE</b>	<b>: REQUEST FOR INFORMATION ON THE OFFICE ACCOMMODATION FOR INSETA</b>

**EXPECTED TIMEFRAME**

<b>RFI PROCESS</b>	<b>EXPECTED DATES</b>
RFI Advertisement Date	<b>24<sup>th</sup> January 2022</b>
<b>RFI Available from</b>	<b>24<sup>th</sup> January 2022</b>
Compulsory Briefing Session Date & Time	<b>N/A</b>
Venue for Briefing Session	<b>N/A</b>
<b>RFI Closing Date and Time</b>	<b>31<sup>st</sup> January 2022</b>
Delivery Venue: <b>Electronics Submission</b>	<a href="https://insetaorgza0-my.sharepoint.com/:f/g/personal/bids_inseta_org_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFDFx1QXomvGrv6jQ">https://insetaorgza0-my.sharepoint.com/:f/g/personal/bids_inseta_org_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFDFx1QXomvGrv6jQ</a>
Contact details or queries email address	<a href="mailto:bids@inseta.org.za">bids@inseta.org.za</a>

INSETA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to INSETA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

## 1. MANDATORY DOCUMENTS

- 1.1 Proof registration on CSD (Central Supplier Database) – full CSD report.

## 2. DEFINITIONS

- 2.1 “RFI” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 “RFI response” - a written response in a prescribed form in response to an RFI
- 2.3 “Respondent” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

### 3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the INSETA, written approval to divulge such information will have to be obtained from INSETA.

The Respondents must ensure that confidential information is maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorized use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees, and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee, and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the INSETA. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Respondent's contact person: Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### 4. Manner of submission of the RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit one **emailed submission** including relevant supporting documents.  
([https://insetaorgza0-my.sharepoint.com/:f/g/personal/bids\\_inseta\\_org\\_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFDFx1QXomvGrv6jQ](https://insetaorgza0-my.sharepoint.com/:f/g/personal/bids_inseta_org_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFDFx1QXomvGrv6jQ) )
- 4.3 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.4 Respondent must clearly outline costing implications of the solution required, as well as any economic factors that may pose a risk impact against said costing.

**END OF COMPLIANCE**

## 1. BACKGROUND

- 1.1 The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.
- 1.2 INSETA currently occupy head office space at 37 Empire Road, Parktown, Johannesburg, 2193.
- 1.3 The continuing expansion of staff complement and service offering at INSETA means that the current space occupied no longer meets requirements including minimum requirements for Occupational Health & Safety Standards. This is further impacted by a lack of parking for both staff and visitors.
- 1.4 The current floor size occupied by INSETA at head office at 37 Empire Road, Parktown, Johannesburg is 2800m<sup>2</sup>. Based on the newly approved future organisational structure, INSETA will require an office space of between 3500m<sup>2</sup> and 4000m<sup>2</sup>.
- 1.5 The RFI should reflect two (2) costing options based on the above future space needs which are: (i) 5-year operating lease and (ii) 10-year finance lease, in order to provide INSETA management with the relevant information to make an informed decision.
- 1.6 Therefore, the INSETA is suitability qualified service providers to provide market related information and costing for Office Accommodation required by INSETA.

## 2. REQUIREMENTS

- 2.1 INSETA is seeking information relating to office accommodation solution from prospective bidders to offer 3500m<sup>2</sup> to 4000m<sup>2</sup> of gross lettable area on two possible options: (i) for a period of 5 years on an operating lease basis, or (ii) for a period of 10 years on a finance lease basis. The said accommodation should be in a Grade A (preferably green rated) office space with specified requirements including parking.
- 2.2 The office accommodation should preferably be within a radius of 20 km from the current Head Office situated at 37 Empire Road, Parktown, Johannesburg.
- 2.3 The aforementioned land and building offered must be easily accessible and visible from major routes.
- 2.4 INSETA would like a building that is customisable to fit its image and corporate identity.
- 2.5 **Specific building requirements:**
  - 2.5.1 Power supply to building
  - 2.5.2 Fire suppression system throughout the entire building (Inert gas).
  - 2.5.3 UPS room with air conditioning for two x 3 phase 200 KVA uninterruptable power supply.
  - 2.5.4 Generator area / room - space for 1 backup generator.
  - 2.5.5 Full compliance with OHS requirements.
  - 2.5.6 Adequate ventilation and light penetration with open windows.

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## 2.6 Zoning Rights:

- 2.6.1 All site related issues like Zoning rights, Servitudes, Municipality requirements, environmental, heritage, and other related statutory requirements should be cleared or in order.
- 2.6.2 It will be to the advantage of the Respondents to have corporate business zoning rights approved by the Municipality. Respondents must have written confirmation that commercial zoning rights are already pre-approved by the municipality for existing properties.

## 3. DETAILED SCOPE OF WORK

- 3.1 Respondents are required to provide INSETA with new office space for cellular offices, open plan, meeting, and boardrooms, pause areas, reception, storerooms, strong rooms, workspace filing, some bulk filing, library (resources center), facilities as per table above or any other accommodation space.
- 3.2 The land and building must be easily accessible to / from road transport, public transport, etc.
- 3.3 The land and building must be in a safe, secure, and tranquil environment that does not present a security risk to INSETA staff members who work after hours.
- 3.4 Respondents must have the capacity and capability to provide services pertaining to interior design, architecture services, engineering (Mechanical, Electrical, Electronic, Acoustics, fire, etc.) services.
- 3.5 **Note:** INSETA may decide to either appoint the successful bidder on a turnkey solution or purely on the operating/finance lease agreement.
- 3.6 Respondents must provide information and costing against the detailed specification below and consider the required information table in this RFI document:

REQUIREMENTS	Estimated number/size
Total space needed (GLA)	3500m <sup>2</sup> to 4000m <sup>2</sup>
Current / Future combined staff establishment	Between 120 & 150
Parking (covered/open) including disabled parking	120 bays
INSETA' Executive office suites x5	1
Canteen / Refreshment /Pause area	1
Stationary stores	1
Furniture stores	1
Wellness center	1
Security control room	1

<b>IT Server room:</b> <ul style="list-style-type: none"> <li>• Redundant air-conditioner</li> <li>• Minimum power requirements: 3-phase, uninterrupted power supplier via UPS – 200KW (minimum) and non-UPS - 200KW (minimum). Both Non-UPS and UPS should have back-up generator power)</li> <li>• Fire suppression system – preferably FM200 gas</li> <li>• Fire resistant/retardant (4 hours) walls and access door.</li> </ul> Raised flooring.	1
<b>Internet requirements:</b> <ul style="list-style-type: none"> <li>• Accessibility to latest technology provided by major service providers (i.e., fiber ready building).</li> </ul>	1
Archive area (Fire proofed) <ul style="list-style-type: none"> <li>• Storage x 3</li> </ul> Strong rooms x 2	5
<b>Boardrooms</b> <ul style="list-style-type: none"> <li>• 1 x Large Boardroom (25 people)</li> <li>• 1 x Conference Room (100 people)</li> <li>• 1 x Executive boardroom (10 people)</li> <li>• 1x Unique boardroom (10 people)</li> <li>• 2 x Meeting Rooms (5 – 6 people)</li> <li>• 1 x ETQA boardroom (8 people)</li> </ul>	7
<b>1 x Training room</b> 20 students with desktop computers	1

### 3.7 Proposed Property Information Required

- 3.7.1 Property street address
- 3.7.2 Owner's name
- 3.7.3 Telephone, fax numbers and email address

### 3.8 Layout Drawings

- 3.8.1 Provide print-out of the PDF readable drawings of the building.



### 3.9 Legislative building requirements

The land and building shall comply with all the applicable laws and by-laws and at least the following specifications, laws, or local authority requirements:

- 3.9.1 The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.
- 3.9.2 Interior Lighting SABS 0114:1996 - Part I.
- 3.9.3 The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040).
- 3.9.4 The Municipal by-laws and any special requirements of the local supply authority
- 3.9.5 The local fire regulations.
- 3.9.6 The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000.
- 3.9.7 The building must comply with strategies that underpin the government green building strategies (GRADE A)
- 3.9.8 South African Property Owners Association (SAPOA)
- 3.9.9 Electrical Certificate of Compliance (CoC).
- 3.9.10 Occupation Certificate from Municipal Council.

3.10 **Note:** Copies of certificates proving compliance with the aforementioned regulations shall be provided with the RFI.

## 4. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

### Supply Chain Management

Queries E-mail: [bids@inseta.org.za](mailto:bids@inseta.org.za)

Bidder to submit using this link; [https://insetaorgza0-my.sharepoint.com/:f/q/personal/bids\\_inseta\\_org\\_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFD Fx1QXomvGrv6jQ](https://insetaorgza0-my.sharepoint.com/:f/q/personal/bids_inseta_org_za/Eh2fovTRxS5PqCAWrwzrOTcBSQldiHFD Fx1QXomvGrv6jQ)

**Note: All queries MUST be e-mailed**

## **END OF THE REQUEST FOR INFORMATION DOCUMENT**