

REQUEST FOR PROPOSALS (RFP)

LEASING OF OFFICE PREMISES

PREFERRED LOCATIONS: RIVONIA, SUNNINGHILL, WOODMEAD, GALLO MANOR, OR MORNINGSID.

BID NUMBER: IHPS-003-2025

1. INVITATION

The Institute of Health Programs and Systems (IHPS) hereby invites proposals for the appointment of a service provider to supply rental office space in Johannesburg to serve as the IHPS Johannesburg District Office.

2. PURPOSE

IHPS is a South African non-profit company (NPC) established from the ICAP at Columbia University PEPFAR/CDC Track 1 transition in 2010. Our mission is to strengthen health systems through efficient and effective program implementation and partnerships, with a vision to achieve optimal and sustainable health outcomes.

As one of the five subrecipients (SRs) of the National Department of Health (NDoH) appointed to implement the Global Fund TB/HIV program in Johannesburg, IHPS invites suppliers to submit bids for the rental of office space as specified below:

3. KEY INFORMATION

Requirement	Details
Floor Area	490m ² - 650m ² or workstations for 50 officials.
Preferred Locations	Rivonia, Sunninghill, Woodmead, Gallo Manor, Morningside.
Facilities Required	Single and shared private offices, reception area, two boardrooms, storerooms, kitchen area, ablutions and backup power system.
Parking Bays	Minimum of 50 bays
Lease Period	01 October 2025 to 31 March 2028 (30 months)

4. MANDATORY REQUIREMENTS

Bidders must submit all required documents on or before the closing date and time. Failure to provide any of the documents listed below will result in automatic disqualification.

4.1 Compliance Documents

- Pricing Schedule (SBD 3.1) - **Annexure A**,
- Declaration of Interest (SBD 4) - **Annexure B**,
- Preference Points Claim Form (SBD 6.1) - **Annexure C**,
- Declaration of Bidder's Past Supply Chain Management Practices (SBD 8) - **Annexure D**,
- Certificate of Independent Bid Determination (SBD 9) - **Annexure E**,
- Global Fund Code of Conduct for Suppliers (Initial each page) - **Annexure F**,
- Entity Registration Certificate (CIPC),
- Bank Account Confirmation Letter (Bank letter must be dated after the bid advert date),
- Valid Tax Compliance Status Pin,
- Central Supplier Database (CSD) Registration Report (Not older than 30 days),
- The service provider must submit the Valid Tax PIN/Proof of Tax Registration,
- Proof of CSD Registration (not older than 30 days),

4.2 Property Compliance Documents

- Lift Condition Report (if the premises have a lift/s),
- Electrical Compliance Certificate,
- Fire Regulation Compliance Certificate,
- Occupational Health and Safety Regulation Certificate

4.3 Additional Bid Requirements

- Authority to Lease: If the Bidder is an estate agent, a signed agreement with the property owner must be provided.
- Proposed Layout Plans: Must include all areas, emergency exits, ablutions, and any required lifts.
- Site Plan: Must include pictures of the building (interior and exterior) and indicate parking bays included in the rental.

5. EVALUATION AND SELECTION CRITERIA

A four-stage evaluation process will be followed:

Stage 1: Compliance – All bids will be reviewed for compliance with the mandatory requirements. Only bidders who meet all mandatory requirements will advance to Stage 2.

Stage 2: Technical Evaluation – Bidders must achieve at least 75 out of 85 points to proceed to Stage 3.

EVALUATION CRITERIA	DESCRIPTION	POINTS BREAKDOWN	WEIGHT
LOCATION	Within preferred areas	20	20
	Outside preferred areas	0	
FLOOR AREA 490m ² to 650m ² or 50 workstations.	Yes	15	15
	No	0	
LAYOUT PLAN	Layout Plan Includes Parking	15	15
	Layout plan does not include parking	0	
LEAD TIME FOR OCCUPATION	01 October 2025	15	15
	Any date after 01 October 2025	10	
BACKUP POWER SYSTEM	The building has a backup power system.	20	20
	The building does not have a backup power system.	0	
TOTAL			85

Stage 3: Site Inspection – This stage will be scored out of 15 points. The points from Stage 2 and Stage 3 will be combined for a total score out of 100.

EVALUATION CRITERIA	DESCRIPTION	POINTS BREAKDOWN	WEIGHT
SITE INSPECTION	Premises meeting the Bid Criteria	15	15
	Premises partially meeting the Bid Criteria	10	
	Premises do not meet the Bid Criteria	0	
TOTAL			15

Stage 4: Financial Evaluation – Bidders who achieve a combined score of at least 95 out of 100 will advance to this stage, which focuses on price and specific goals.

The final award will be based on the Preference Points System (80/20), where:

- 80 points are allocated for price, and
- 20 points for specific goals as per SBD 6.1.

Prices must be in South African Rand (ZAR), inclusive of VAT. All cost elements must be specified in the pricing schedule. No hidden costs will be accepted.

6. SUBMISSION DEADLINE

Closing Date: 11 August 2025 at 12:00PM

Submission Instructions:

- **Physical Submission:** Completed proposals must be placed in sealed envelopes, clearly marked: "LEASING OF OFFICE PREMISES IHPS-001-2025" and addressed to:

Chief Executive Officer, IHPS
45 De La Rey Road, The Grid, Ground Floor, Rivonia, 2128

- **Electronic Submission:** A USB drive containing a copy of the proposal must be included in the sealed envelope.

7. IMPORTANT NOTICE

IHPS reserves the right to appoint or cancel Bid Number: IHPS-003-2025 at any time. The continuation of the published work is subject to the availability of funding from the donor.

For further enquiries, contact:

Procurement Office

Email: requisitions@ihps-sa.org