**REQUEST FOR PROPOSALS (RFP)**

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**LEASING OF OFFICE PREMISES**

**PREFERRED LOCATION: NORTHERN CAPE – KIMBERLY, LABRAM AREA**

**BID NUMBER: IHPS-008-2025**

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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 Kimberly to serve as the IHPS Frances Baard District Office.

1. **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 the Frances Baard District, IHPS invites suppliers to submit bids for the rental of office space as specified below:

1. **KEY INFORMATION**

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| --- | --- |
| **REQUIREMENT** | **DETAILS** |
| Floor Area | 150m² - 180m² |
| Preferred Locations | Kimberly, Labram |
| Facilities Required | Shared/private offices, reception area, boardroom, storerooms, kitchen area, ablutions and backup power system. |
| Parking Bays | Minimum of 15 bays |
| Lease Period | 01 October 2025 to 31 March 2028 (30 months) |

## ADMINISTRATIVE 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

* Invitation (SBD 1) – **Annexure A**
* Pricing Schedule (SBD 3.1) - **Annexure B**
* Declaration of Interest (SBD 4) - **Annexure C**,
* Preference Points Claim Form (SBD 6.1) - **Annexure D**,
* Global Fund Code of Conduct for Suppliers (Initial each page) - **Annexure E**,
* 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),
  1. **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
  1. **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.

1. **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 60 out of 80 points to proceed to Stage 3.

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| **EVALUATION CRITERIA** | **DESCRIPTION** | **POINTS BREAKDOWN** | **WEIGHT** |
| **LOCATION** | Within preferred area | **20** | **20** |
| Outside preferred area | **0** |
| **FLOOR AREA**  150m² to 180m² | Yes | **20** | **20** |
| No | **0** |
| **LAYOUT PLAN** | Layout Plan Includes Parking | **20** | **20** |
| Layout plan does not include parking | **0** |
| **LEAD TIME FOR OCCUPATION** | 01 October 2025 | **20** | **20** |
| Any date after 01 October 2025 | **10** |
| **TOTAL** |  |  | **80** |

**Stage 3: Site Inspection** – This stage will be scored out of 20 points. The points from Stage 2 and Stage 3 will be combined for a total score out of 100.

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| **EVALUATION CRITERIA** | **DESCRIPTION** | **POINTS BREAKDOWN** | **WEIGHT** |
| **SITE INSPECTION** | Premises meeting the Bid  Criteria | **20** | **20** |
| Premises partially meeting the Bid Criteria | **10** |
| Premises do not meet the Bid Criteria | **0** |
| **TOTAL** |  |  | **20** |

**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.

1. **SUBMISSION DEADLINE**

**Closing Date:** 19 September 2025 at 12:00PM

**Submission Instructions:**

Submissions must be emailed to: [requisitions@ihps-sa.org](mailto:requisitions@ihps-sa.org)

# IMPORTANT NOTICE

IHPS reserves the right to appoint or cancel Bid Number: IHPS-008-2025 at any time. The continuation of the published work is subject to the availability of funding from the donor.