



INDEPENDENT COMMUNICATIONS  
AUTHORITY OF SOUTH AFRICA

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**ICASA 47/2022**  
**APPOINTMENT OF A SERVICE PROVIDER FOR THE**  
**LEASING OF AN OFFICE BUILDING FOR ICASA'S**  
**MPUMALANGA REGIONAL FOR A PERIOD OF NINE (9)**  
**YEARS AND ELEVEN (11) MONTHS**  
**NON-COMPULSORY BRIEFING SESSION**  
**17 April 2023**

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# Aim, Objective and Conditions of this Briefing Session

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To inform bidders, as well as all relevant stakeholders about ICASA's bidding processes and procedures.

## Conditions for the briefing session:

- ☐ The briefing session is non-compulsory.
- ☐ Participation is open to all prospective bidders.
- ☐ Dual segments: SCM and Technical

# Advertising

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- ❑ Open Bidding Process.
- ❑ ICASA website and e-Tender, Sunday Times, City Press and Lowvelder .

# Applicable Legislation

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- All bidders are to take note of the implications of contravening the a) Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.
- b) This bid is premised on all Acts and Regulations relevant to public Supply Chain Management in South Africa. These include, inter alia, Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000),
- the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003),
- Promotion to Access of Information Act, 2 of 2000, Protection of Personal Information Act, 4 of 2013, Preferential Procurement Regulations 2017, Treasury Regulations and
- Value Added Tax Act, 1991 (Act No. 89 of 1991).

# Preferential Procurement Policy Framework Act 2022.

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Bids will be subject to Supply Chain Management conditions as follows:

- The preferential points will be allocated according to the specific goals as per the new regulation. (2022)
- Bidders will refer to the tender document for the specific goals of this tender. (pg.42)

# Required Documentation

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## Checklist for required documentation

- ☐ One Original hard copy for Functionality and Price.
- ☐ Three copies of each of the above. (i.e. Functionality and Price)
- ☐ 1 soft copy (USB) (**Mandatory**) containing the following:

- ✓ **Functional Proposal**

- ✓ **SBD 3.1: Pricing -**

- ☐ ID documents of Directors (**Certified**)
- ☐ Company registration documents
- ☐ Company profile
- ☐ Tax Clearance certificate/ CSD registration MMMA #
- ☐ Certified Copy of SANAS accredited BBBEE Certificate

**(It is the bidder's responsibility to ensure that all required documents are submitted as per RFB)**



# Bid Threshold

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**THE BID WILL BE BASED ON 80/20 PRINCIPLE** AS PER **REGULATION 6 AND 7** OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022.

- 80 Points for price
- 20 points for PPPFA (Specific Goals)

# Response format

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## **SCHEDULES:**

**The following attached SBD documents must be completed:**

- **SBD 2 (Tax Clearance Certificate Requirements)**
- **SBD 3.1 - (Pricing schedule) Pricing must be inclusive of all applicable taxes (e.g. VAT), price proposal must include **SUPPORT AND MAINTENANCE FOR A PERIOD OF THREE (3) YEARS.****
- **SBD 4 - (Declaration of Interest)**
- **SDB 6.1 - (Preference Points claim form)**
- **SBD 8 - (Declaration of bidder's past Supply Chain Management practices)**
- **SBD 9 – (Certification of Independent Bid Determination and Declaration of fronting)**



# Reasons for disqualification

ICASA reserves the right to disqualify any bidders who do not comply with one or more of the following bid requirements, and such disqualification may take place without prior notice to the offending bidder:

- Bidders who did not make submission as per required (Soft copy is mandatory) .
- Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BBBEE credentials, experience, etc.;
- Bidders who do not meet the cut-off mark on the pre-qualification criteria as stipulated in this RFB. (70 points)
- Bidders who have been blacklisted as per the National Treasury database.
- Bidders who do not comply with the special conditions or any other condition set out in the bid document.
- **Late bids.** a) A bid will not be considered if it arrives a second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. b) Bidders are therefore strongly advised to ensure that bids are dispatched allowing sufficient time for any unforeseen events that may delay the delivery of the bid.

# CLOSING DATE

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Closing Date : **Friday, 05 May 2023**

Time : **11H00 am no late submissions**

Proposals must be submitted at The ICASA head Office in Centurion on the following address:

**Block C Reception Tender Box**

**350 Witch-Hazel Avenue**

**Eco-point Office Park, Eco-Park**

**Centurion**



# Contact Details

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**Bid Administration office.**

**TEL: (012) 568 3810**

**E-MAIL:**

**[BidAdministration@icasa.org.za](mailto:BidAdministration@icasa.org.za)**