



MICT SETA Head Office
Supply Chain Management
19 Richards Drive
Gallagher Convention Centre, Gallagher House
Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFI NUMBER	RFI/MICT/02/2024
RFI DESCRIPTION	MICT SETA IS SEEKING A SERVICE PROVIDER FOR THE PROVISION OF OFFICE SPACE ACCOMODATION IN EAST LONDON.
RFI ISSUE DATE	24 JANUARY 2025
BRIEFING SESSION	N/A
CLOSING DATE & TIME	7 FEBRUARY 2025 @ 11:00 AM RFI submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	bidqueries@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

RFI RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

All questions, notices, or other communications related to this RFI, as well as the final response, should be directed via email to bidqueries@mict.org.za, **before the closing date of this RFI.**

The MICT SETA requests your information on the services listed above. Please furnish us with all the information as requested and return your information on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

TERMS OF REFERENCE

REQUEST FOR INFORMATION

1. STATEMENT OF NEEDS

MICT SETA East London regional office is considering alternative office space that is economically and operationally advantageous within the East London as outlined in this document.

2. MICT SETA BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

The organisation has a national footprint with a presence in the Free State, Western Cape, Eastern Cape, KwaZulu-Natal and its Head Office in Midrand, Gauteng.

3. REQUIREMENTS

The MICT SETA seeks to acquire office accommodation or rental within East London for a period of five (5) years. The Corporate Office space should align with the MICT SETA employee wellness policies to be an employer of choice, corporate office space must ensure and promote the following principles: namely Good Hygiene standards, Ergonomics; Safety and security and Disability friendly.

The proposed combined minimum square metrage is noted to be 250-300 sqm. In terms of the space requirements, Information on office space must conform, but not limited to the following:

Description	Specification
1. Office Space size	Proposed combined 300 - 400 sqm
2. 3. Area	Location of the Building and address, less than 3km radius required (for public transportation and convenience stores)
3. Security	The provision of security/alarm system/security guard of the building, bio-matrix access control and CCTV cameras
4. Building Support Services	Details on services available on occupation for example: Water; Electricity; Sanitation; and Refuse removal service (Municipal and Levies estimates), etc. Provide access area for people living with disabilities.
5. Maintenance and cleaning services	Responsibilities of the Landlord around maintenance issues not limited to air conditioning, fire equipment, lifts, electricity, plumbing work, etc.
6. Property information / Common Areas including:	<ul style="list-style-type: none">• 1 x Kitchen with eatery space to accommodate 7 people.• 1x kitchenette.• 1 x Main boards room to accommodate 24 people.• 1 X Mini boardroom to sit six people.• 2 x Meeting room to accommodate 4 people.• The building grading.• Access to reliable restroom and kitchen facilities, with available plumbing in the building.• Mechanical, electrical and fire systems/hydrants and extinguishers.• Any proposed office space located on a second floor or higher, must have an elevator for access.• Supply storage/equipment area.• Tenant installation and beneficial occupation offered by the landlord.• Date of the availability of the building.

Description	Specification
7. Technology and Communication	Power supply connections, LAN, WAN and Fibre Optica Cabling data ports with a minimum of one network points etc.
8. Building Compliance	Compliant verification information with applicable building codes and applicable standards for occupancy / Legislative requirements. Building insurance is the responsibility of the Landlord.
9. Parking	10 Covered parking bays for MICT SETA employees.
10. Office Space	The bidder will be required to provide office layout plans including. The landlord must provide the open plan workstations furniture and also paint wherever required using the MICT Colours. The open plan arrangements should have power points.

4. PROJECT SCOPE

Vendor Questionnaire

Question	Response
Vendor name	
Parent company	
Vendor address	
Name of person responsible for the information contained in this RFI	
Telephone number	
Email address	
Years in operations	
How long has your organisation been within the Property Management industry?	
What industry related certifications, designations and affiliations does your organisation? (Please list these)	

5. RFI RESPONSE PROCESS AND DELIVERABLES

- a. The four primary goals of this RFI include receipt of the following:
 - i. Overview of service provider product and/or solution relative to MICT SETA's requirements and project scope.
 - ii. Budgetary cost estimates*.
 - iii. Personal information protection (adherence with the POPI Act).
 - iv. Service Level Agreements:
 - a) Provide details related to key requirements.
 - b) Support response times.
 - c) Define any tiered support offerings and provide details.
- b. MICT SETA is encouraging a detailed response amongst all potential suppliers. MICT SETA will utilize responses to this RFI to develop a cost/benefit analysis and to conduct a preliminary review and evaluation of the availability of office space for lease.
- c. Using information supplied by this request, MICT SETA may or may not choose to move forward with a formal procurement process to be determined. In no way does submittal of information pursuant to the request for information give any Proposer any advantage in any future solicitation

- d. After reviewing information from a completed RFI, should the MICT SETA determines to move forward with the proposed project, suppliers may be notified in the next step in the process which is a formal invitation to submit a competitive bidding.

6. RFI RESPONSE PARTICIPATION

Responses to this email should be addressed to the attention to bidqueries@mict.org.za. Please include "Intent to Respond for Payment Solutions RFI" in the subject line of your email, or if you received this RFI via email, you may simply reply to that email directly.

7. RFI SCHEDULE

RFI responses detailing all the estimated costs related to office space are due no later than Friday, 07 february 2025 at 11h00.

8. RFI TERMS & CONDITIONS

This RFI is only a request for information about potential products/services and no contractual obligation on behalf of MICT SETA whatsoever shall arise from the RFI process.

9. LIABILITIES OF MICT SETA

This RFI does not commit MICT SETA to pay any costs incurred in the preparation or submission of any response to the RFI.

10. CONFIDENTIALITY & RFI OWNERSHIP

Information contained within this is provided only to give service provider a sufficient understanding of MICT SETA's requirements. Under no circumstances should information be disclosed to any third party.

This RFI is both confidential and proprietary to MICT SETA, and MICT SETA reserves the right to recall the RFI in its entirety or in part. Service provider cannot and agree that they will not duplicate, distribute, or otherwise disseminate or make available this document or the information contained in it without the express written consent of MICT SETA.