



**DIRCO 10/2015/16:
Request for Proposals: Appointment of a
Development Partner for the Design, Construction,
Operation, Maintenance and Finance of suitable and
sustainable office and residential accommodation
for the South African diplomatic missions in
Manhattan, New York City**

TERMS OF REFERENCE

**Issued by the Government of the Republic of South Africa
through its Department of International Relations and
Cooperation**

DISCLAIMER

While all reasonable care has been taken in preparing this Request For Proposals (hereinafter referred to as “the RFP”), the information contained therein does not purport to be comprehensive or exhaustive and the Department of International Relations and Cooperation (hereinafter referred to as “the Department” or “DIRCO”) will not, under any circumstances, be held liable nor responsible for any claims based on the adequacy, accuracy, completeness or otherwise of the information contained herein.

Save where expressly stipulated otherwise, no representation or warranty (either express or implied) is or will be given by the Department in respect of the information contained herein.

The Department reserves the right to amend, modify or withdraw this RFP or terminate any of the procedures or requirements during the procurement of this Project, at any time, without prior notice and will, under no circumstances, be held liable to compensate or reimburse any person/s and/or legal entities and/or their duly authorised representatives thereof in relation to the compilation or otherwise of the Proposals received in response to this RFP from prospective bidders.

The terms and conditions set out in this RFP are stipulated for the express benefit of the Department, and save as expressly stated to the contrary, may be waived at the Department’s discretion at any time. The Department reserves the right to adopt any proposal made by any person responding hereto at any time and to include such proposal in any procurement documentation, which may or may not be made available to all other persons responding hereto at any stage of the procurement process, without compensation. This includes documents classified as confidential information, unless the Bidder/s expressly inform the Department otherwise.

No Bidder/s shall have any claim against the Department arising out of any matter relating to the Project of any nature whatsoever where such claim is based on any act or omission by the Department of any nature whatsoever under any circumstances whatsoever or such claim is based on the content of or any omission from this RFP of any nature whatsoever.

The Department reserves the right to award partial bids to more than one Bidder for different phases of the project and will not be held liable in this respect for the non-acceptance of the remainder of the Project.

1. INTRODUCTION

The mandate of the Department of International Relations and Cooperation (DIRCO) is to formulate, promote and execute South Africa's foreign policy objectives. In the execution of this mandate, South Africa maintains diplomatic relations with countries and organisations through 124 missions in 108 countries abroad. The sourcing, procurement and management of infrastructure to provide suitable, secure and representative office and residential accommodation in countries abroad forms an important support service rendered by the DIRCO Head Office to all its missions abroad.

In support of its property acquisition strategy, cost containment measures and with the aim of providing serviced accommodation with predictable expenditure commitments as well as long term guaranteed security of tenure, the Department is desirous of entering into a long term lease or lease to buy property option as provided for in Treasury Regulation 13.2.4 in providing both office and residential accommodation for its Permanent Mission to the United Nations as well as the South African Consulate situated in New York City.

DIRCO will appoint a South African registered company that has presence or collaboration in the State of New York, USA to provide and maintain such serviced accommodation to enable DIRCO to execute its mandate in an effective, efficient and cost-effective manner.

2. PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

This document is designed to enable DIRCO to identify and select the most appropriate Development Partner to engage in a property transaction for the provision of office and residential accommodation in New York City.

For the purposes of this document, a **Development Partner** refers to a person, single enterprise, consortium or joint venture, who is able to finance, procure and maintain accommodation and act as landlord to the Government of the RSA for an extended period of time, assuming all rights and responsibilities related to owning and managing real estate.

In particular, the Development Partner will be required to –

- a) Identify and secure the land;
- b) Design and develop / redevelop the facilities on the land to DIRCO specifications;
- c) Operate, manage and maintain the facilities for a long term; and
- d) Raise the required funding to finance both the capital and operational costs of acquiring and managing the required facilities.

A comprehensive and innovative solution is required that will support the business requirements of the missions, be cost effective and provide a clear demonstration of value for money criteria having been met.

Therefore DIRCO invites interested parties that meet the requirements listed in this document, to submit proposals regarding their service offering. All information shall be submitted in the format as stipulated in this Terms of Reference (TOR).

3. FINANCIAL INFORMATION

- 3.1 The Bidder/s shall provide a complete set of its audited financial statements for the past three (3) years. In the case of a joint venture or consortium, such information shall be provided for each member of the consortium or joint venture.
- 3.2 Bidders should note that DIRCO reserves the right to request additional financial information as it deems necessary.

4 MANAGEMENT OF INFORMATION

- 4.1 All information submitted by the Bidder/s will be used for evaluation purposes only and DIRCO will make reasonable efforts to hold it confidential.
- 4.2 All information about DIRCO provided during the RFP process shall remain under non-disclosure, be treated as confidential between the parties and cannot be released without the express written permission of DIRCO.

5 SCOPE OF THE PROJECT

5.1 Introduction

The mandate of the Department of International Relations and Cooperation is to work for the realisation of South Africa's foreign policy objectives.

The Department conducts its mandate by –

- Monitoring developments in the international environment;
- Communicating Government's policy positions;
- Developing and advising Government on policy options and mechanisms for achieving objectives;
- Protecting South Africa's sovereignty and territorial integrity;
- Assisting South Africans abroad; and
- Assisting partner departments in navigating complex international dynamics.

In executing this mandate, the Department is championing an African continent which is prosperous, peaceful, democratic, non-racial, non-sexist and united and which aspires to a world that is just and equitable.

In working towards the realisation of this vision, the Department through its mission is committed to formulate, coordinate, implement and manage South Africa's foreign policy and international relations programmes, promote South

Africa's national interest and values and the African Renaissance and create a better world for all.

Core values guiding the Department in the realisation of this vision and mission include Patriotism, Loyalty, Dedication, Ubuntu, Batho Pele and Constitutional Values.

The responsibilities of the Department is thus multi-functional, varied and complex. In order to fulfil these responsibilities, the Department must have adequate and conducive infrastructure to deliver excellent and timeous service to ensure South Africa's effectiveness in the international diplomatic arena. The working environment infrastructure is thus expected to –

- Support and complement the vision, mission and core values of the organisation;
- Reflect the character and image of the country and the Department;
- Encourage and support effective and efficient service delivery; and
- Cater for the needs of staff.

5.2 Current Facilities

The South African Permanent Mission of the Republic of South Africa to the United Nations (PMUN) and the South African Consulate in New York City are currently co-located in rented office accommodation located at 333 East 38th Street, Manhattan, New York, occupying approximately 40 000 rentable square feet (3 716 m²). Staff members are accommodated in apartments that consist of 2 to 4 bedrooms (depending on family size) in Manhattan and surrounding areas.

5.3 Project Objectives

DIRCO wishes to conclude a long term operational lease agreement with an option of the transfer of ownership in respect of office and residential accommodation for its missions in New York City.

The Department desires a co-location model in order to achieve operational efficiencies and economies of scale in the form of a single office park, with hard and soft facilities management services. In addition to a conducive office environment providing for the staffing and expansion needs of the missions, sufficient meeting and public spaces are needed for media briefings, conferences and events. Minimum space requirements are attached as **Annexure A**.

The location and lay-out of the facilities should enable the Department to achieve its mandate and service delivery improvement objectives. Interaction between business processes, people management processes, technology, systems, structure, the environment and the greater culture and philosophy of the Department should be achieved. Due to the sensitive nature of the Department's operations, a high level of security in all its activities and communications is required. Specifications of the

security requirements will be disclosed to the successful Bidder/s. A mix of open plan and cellular offices is anticipated.

The ICT requirements of the project is limited to cabling. The bulk of ICT elements will be addressed in terms of the Department's ICT refresher plan, which the Department reserves the right to disclose to the successful Bidder/s.

The facilities must include all required furniture, fittings and equipment necessary for the Department to fulfil its mandate.

5.4 Project Location

The Department has not identified the location of the Project and requires of Bidders to identify an area that must accommodate a free standing building for both office and residential purposes, customised to DIRCO specifications and meeting all town planning, local authority and building regulations, within a radius of 10 kilometres (6.25 miles) / less than a 1 hour walking distance from the United Nations which is located on 1 st Avenue between East 42nd Street and East 48th Street, New York.

5.5 Urban design objectives

In addition to reflecting the Department's vision, mission and values, it is expected that the design of the facilities will pay due attention to urban design, space planning, environmental design elements and sustainability considerations. The Department envisages a building that would be defining in the local landscape, representative of South Africa's international stature and ambitions, accessible yet security conscious, creating variety within the urban environment whilst creating unique spaces within the working environment and allowing flexibility of use. Energy and water efficiency as well as long term maintenance must be taken into account in the design of the facilities.

5.6 Working environment and space planning objectives

It is estimated that approximately 80 000 square feet (7 432 m²) of accommodation will be needed, calculated as follows:

5.6.1 Office accommodation

60 000sqf of office accommodation, accommodating the Permanent Mission to the United Nations, the Consulate as well as some shared spaces. Minimum space requirements for the office accommodation are listed in **Annexure A**.

5.6.2 Residential accommodation

20 000sqf of residential space, consisting of studio, 2 to 4 bedroom apartments.

5.7 Facilities Management objectives

Soft and hard facilities management services as well as building maintenance will be required.

6 ENVISIONED TIMEFRAMES

The proposed accommodation should be ready for occupation within a period not exceeding 36 months.

7 EVALUATION METHODOLOGY

The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed as per all standard conditions of bid. Bid documents must be lodged in the bid box at DIRCO, O R Tambo building, 460 Soutpansberg Road, Rietondale, 0084.

All bids received will be evaluated as follows:

7.1 Phase 1: Responsiveness Criteria

The minimum requirements to be met by bidders in order to proceed to the next stage of the evaluation process are:

- 7.1.1 Valid Tax Clearance Certificate submitted with bid documents.
- 7.1.2 Submission of a complete set of audited financial statements for the past three (3) years.
- 7.1.3 Completion and submission of the relevant Standard Bid Documentation (SBD) forms.
- 7.1.4 Submission of a confidentiality statement signed by the representative of the company.
- 7.1.5 All prices must be quoted in United States Dollars (USD).
- 7.1.6 Proven ability to raise the required funding, in the form of a financial institution letter.
- 7.1.7 If the Bidder is a company, a certified copy of the resolution of the Board of Directors (signed by the Chairperson of the Board) authorising the person who signs this bid proposal to do so, as well as to sign any agreement resulting from this bid and any other documents and correspondence in connection with this bid and/or agreement on behalf of the company, must be submitted with this bid proposal **OR**

In the event that the Bid is submitted by a consortium or joint venture, such Bid must be signed by the Lead Member. Proof of authorisation of the Lead Member to act on behalf of the consortium must be included in the Bid. A copy of the agreement entered into by the consortium partners or joint venture partners for purposes of this Bid, which clearly indicates the relationship between the parties and the selection of the Lead Member, must be provided.

7.1.8 Attendance of a compulsory bidders briefing session.

7.2 Phase 2: Functionality Criteria

7.2.1 Bidders that score less than 65% in respect of functionality will be regarded as having submitted a non-responsive bid and will be disqualified.

7.2.2 The following criteria will be used to score the proposals received:

No	Criteria	Response Required	Weight
1	Ability to partner / collaborate with international partners 25 points	The bidder/s must demonstrate its presence / ability to collaborate with real estate partners in the State of New York in executing this mandate	10
		The bidder/s must demonstrate its experience in rendering a continuous and uninterrupted service offering in New York City	5
		The bidder/s must demonstrate its experience in property transactions	10
2	Legal proposal 25 points	The bidder/s must detail the registered real estate, legal and other professionals based in New York City, who will take part in the project	15
		The bidder/s must detail the proposed legal structure of the transaction	5
		The bidder/s must provide a draft lease agreement detailing the parties, lease term base rental, escalation and other costs, obligations of each party	5
3	Financial Capability and Financial Proposal 25 points	The bidder/s must demonstrate its ability to finance the property acquisition, design, construction and maintain the facilities at its own cost and risk, including lifecycle costs. For this purpose, the audited financial statements of the Bidder/s will, <i>inter alia</i> , be studied	5
		The bidder/s must indicate its financier and Details of the financial support provided	5
		The bidder/s must provide a detailed financial model with amortisation schedule, which proposal must detail the capital and operational expenditure anticipated, profit	5

No	Criteria	Response Required	Weight
		<p>margins, financing and risk costing as well as foreign exchange risk management</p> <p>The proposal must furthermore detail the all inclusive monthly and annual rental to be charged for the full service offering as well as escalations and the anticipated lease period</p> <p>Cost of ownership during or at the end of the lease transaction must be detailed separately</p>	<p>5</p> <p>5</p>
4	<p>Technical Proposal</p> <p>15 points</p>	<p>The bidder/s must provide details of the proposed property – location, size, utilisation, planning regulations and the like</p> <p>The bidder/s must provide details of the design team, a high level conceptual design of the facilities, indicative space planning together with architectural façade and elevations</p> <p>The bidder/s must outline how the urban design objectives will be met and provide a Facilities Management and Maintenance strategy to ensure that the facilities remain suitable and operates efficiently over the lease period</p>	<p>8</p> <p>2</p> <p>5</p>
5	<p>Project Plan and Local Economic Development</p> <p>10 points</p>	<p>The bidder/s must detail its proposed approach to this mandate by providing a detailed project plan for execution of the project</p> <p>The bidder/s must demonstrate the impact of the project on the South African economy as it relates <i>inter alia</i> –</p> <ul style="list-style-type: none"> • The design and development of the facilities; and • The operation, management and maintenance of the facilities. 	<p>5</p> <p>5</p>

7.3 Price and Preference

7.3.1 Bids will be evaluated on a basis of price and BEE. The applicable formula 90/10 will be utilised, where 90 points are allocated for price and 10 points for targeted goals as set out in SBD 6.1, which must be completed in full by the bidder.

POINTS AWARDED FOR PRICE

Where

Ps = Points scored for comparative bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, 2001, issued in terms of the Preferential Procurement Policy Framework Act 5 of 2000, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Status level of Contributor	Number of points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 7.3.2 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 7.3.3 Bidders other than EME's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 7.3.4 A trust, consortium or joint venture will qualify for B-BBEE status points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such consolidated B-BBEE scorecard is prepared for every separate bid.

8 BID AWARD

- 8.1 The Department reserves the right not to award the bid to the lowest bidder but to the Bidder/s representing the best value for money. Value for Money will be determined by reference to the quality, viability, reliability, durability of the service and the bidder/s technical capacity and ability to execute the bid.

9 INSTRUCTIONS TO BIDDERS

- 9.1 Bidders must submit three (3) hard copies of the bid.
- 9.2 The bid must be signed by a person or persons duly authorised to bind the Bidder/s.
- 9.3 The bid must be accompanied by a covering letter appropriately signed by a duly authorised person.
- 9.4 All requests for clarification as well as DIRCO responses thereto, will be made available in writing to all parties without identifying the source of the enquiry.
- 9.5 Bidders must address all information specified in this TOR. All questions and areas must be addressed completely and fully. Failure to do so may result in the bid being seen as a non-compliant bid and may be rejected. DIRCO reserves the right to verify any information contained in any bid, and to request additional information after the TOR response has been received.
- 9.6 Responses should be provided in the same sequence as the TOR. In order to assist the Department in the evaluation process, please submit responses as follows:

9.6.1 Executive Summary

The summary should contain a brief statement on the strengths and experience of the Bidder/s and its ability to partner with international partners or collaborators in fulfilling the TOR. Furthermore, a brief description of the proposed solution, clearly identifying key benefits, risks and costing must be included.

9.6.2 Response to bidder/s profile

This section should include responses to the requirements in section 9.7 and 9.8 of this document.

9.6.3 Response to bidder/s ability to partner / collaborate with international partners

This section should include responses to the requirements in section 7.2.2 (1) of this document.

9.6.4 Response to Legal proposal

This section should include responses to the requirements in section 7.2.2 (2) of this document.

9.6.5 Response to bidder/s financial capability and financial proposal

This section should include responses to the requirements in section 7.2.2 (3) of this document.

9.6.6 Response to Technical proposal

This section should include responses to the requirements in section 7.2.2 (4) of this document.

9.6.7 Response to Project Plan and Local Economic Development

This section should include responses to the requirements in section 7.2.2 (5) of this document.

9.6.8 Response to alternative solutions

Bidders may also wish to propose alternative solutions to fulfilling the brief as described in this TOR. The bidder/s has the option to suggest alternative delivery / legal/ financial models as an alternative option. This does not waive the bidder's obligation to respond to the TOR.

9.6.9 Marketing brochures cannot be included as part of the main body of the bid response and will not be considered. Such material must be submitted only as attachments and cannot be used as substitute for written responses. In case of conflict between the content in the attachment and a bidders answer in the body of the proposal, the latter will prevail.

9.7 Bidder/s Profile

The bidder/s must submit the following information:

9.7.1 Entity name and address. The bidder/s must also indicate the type of entity it is, i.e. corporation, partnership, joint venture.

- 9.7.2 The name, address and contact details of the person who receives correspondence and is duly authorised to make decisions on behalf of the bidder/s. Please also state his/her capacity within the company.
- 9.7.3 Details on the entity's ability to collaborate or partner with international entities and partnering arrangements already made in order to fulfil the brief as per this TOR.
- 9.7.4 A brief statement on the history of the entities, number of years in business and experience in property transactions of the nature as stipulated in this TOR.
- 9.8 References
- 9.8.1 The bidder/s must provide details of similar transactions undertaken in the past 5 years and provide contactable references.
- 9.8.2 DIRCO reserves the right to contact these references as part of the evaluation process.

10 GENERAL CONDITIONS

- 10.1 Whilst it is acknowledged that, for the purposes of submitting this proposal, a Bidder/s may constitute a consortium or joint venture, the successful Bidder/s may be required to convert into a Special Purpose Vehicle (SPV), with the various consortium members becoming equity members of such SPV, upon concluding of the transaction.
- 10.2 A bidders may not change its composition or control without the prior written approval of the Department.
- 10.3 DIRCO will enter into a formal agreement with the successful bidder/s which may be supplemented with a service level agreement. This agreement will, inter alia, detail the project deliverables, service standards, project delivery dates and provide remedies for under/poor performance and non-compliance with the terms and conditions of the agreement. The terms and conditions contained in this RFP will form an integral part of the formal agreement.
- 10.4 The Department reserves the right to appoint more than one service provider. The Department also reserves the right not to appoint any service provider.

- 10.5 The bid evaluation will only be done on the basis of information that was requested and provided. The Department reserves the right to request bidders meeting the responsiveness criteria to do a presentation as part of the evaluation process.
- 10.6 The bid evaluation process does not oblige DIRCO to award or appoint any bidder/s based upon receipt of the Proposal/s. Acceptance of any proposal shall only indicate a willingness to commence negotiations and shall not place any other obligations on DIRCO of a legally binding nature. DIRCO shall have no obligation to furnish any formal acceptance or non-acceptance of any information presented.
- 10.7 All information and data submitted by a Bidder/s shall become the sole property of the Department, with the exception of copyrighted material, trade secrets or other proprietary information clearly identified as such by the Bidders.
- 10.8 DIRCO reserves the right and full discretion to –
 - 10.8.1 withdraw from the process and provisions as contained in this RFP at any time;
 - 10.8.2 cancel this RFP at any time and all subsequent proposals may be rejected in whole or in part;
 - 10.8.3 change the dates of submission and adjudication.
- 10.9 The Department's decision will be final and no correspondence will be entered into from the closing dates of the bid until after the selection process has been completed.
- 10.10 A bid proposal will only be deemed accepted once written notice is given by DIRCO to the successful bidder and a formal agreement has been entered into between the parties.
- 10.11 Receipt of this proposal neither commits DIRCO to award the bid to any entity, even if all requirements stated in this TOR has been met, nor does it limit DIRCO's right to negotiate in its best interest.
- 10.12 It will be accepted that the bidders, on submitting a bid response, has read, understood and accepted all the terms and conditions of this TOR. It shall therefore be presumed by DIRCO that the submission of the bid proposal by any bidder/s confirms its complete acceptance of the terms and conditions of this document.
- 10.13 DIRCO reserves the right to invite bidders to present or otherwise demonstrate their proposed solution to clarify aspects that are required as part of the evaluation process, at the bidder/s own cost.

- 10.14 The bidder/s shall bear all costs associated with the preparation and submission of the proposal. DIRCO will not be liable for any costs, losses or expenses incurred regardless of the outcome of the proposal.
- 10.15 If the Bidder is a company, a certified copy of the resolution of the Board of Directors (signed by the Chairperson of the Board) authorising the person who signs this bid proposal to do so, as well as to sign any agreement resulting from this bid and any other documents and correspondence in connection with this bid and/or agreement on behalf of the company, must be submitted with this bid proposal **OR**

In the event that the Bid is submitted by a consortium or joint venture, such Bid must be signed by the Lead Member. Proof of authorisation of the Lead Member to act on behalf of the consortium must be included in the Bid. A copy of the agreement entered into by the consortium partners or joint venture partners for purposes of this Bid, which clearly indicates the relationship between the parties and the selection of the Lead Member, must be provided.

- 10.16 If a bidder/s or any person employed by it, is found to have either directly or indirectly offered, promised or given to any person in the employ of DIRCO or any other person involved in the evaluation of this bid, any commission, gratuity, gift or other consideration, DIRCO shall have the right summarily and without recourse to law and without prejudice to any other legal remedy it may have in regard to any loss or additional cost or expenses, to immediately disqualify the bidder. The bidder/s will be responsible for any and all loss that DIRCO suffers as a result thereof.
- 10.17 All information and pricing will be treated strictly confidential and be used for evaluation purposes only.
- 10.18 Please supply a covering letter on your own letterhead signed by the duly authorised representative of the entity an acknowledgement containing the following:

“The bidder warrants that any and all information disclosed in the bid response is true and correct and will be binding; the bidder agrees to provide any documentary proof of such information that may be requested by DIRCO at any stage during the bid process.”

- 10.19 Throughout this bid process and thereafter, bidders must obtain from DIRCO written approval prior to the release of any information that pertains to the work or activities covered by this bid or the subsequent process. Failure to adhere to this requirement will result in immediate disqualification from the bid process and DIRCO reserves the right to institute legal proceedings against the bidder.

10.20 Shortlisted bidders will be required to undergo a security screening. The successful bidder/s will be required to sign Confidentiality Agreements with DIRCO.

10.21 It is compulsory for all persons employed or in any way contracted by the successful bidders to undergo security vetting. DIRCO reserves the right to require the replacement of any person assigned to this project, should they not receive a successful security clearance, at the commencement of the contract.

11 BID VALIDITY PERIOD

11.1 The bid must be valid for 120 days from date of submission.

12 CONTACT PERSONS AND SUBMISSIONS

12.1 All enquiries may be directed to Supply Chain Management:
Tel: +27 12 351 0112/1769
Fax: +27 12 329 1267
Email address: makhuvham@dirco.gov.za/maphurumam@dirco.gov.za

12.2 Submission of proposals:

12.2.1 Bidders should submit their bonded proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

Per hand:

Department of International Relations and Cooperation
Bid Box, OR Tambo Building
460 Soutpansberg Road
Rietondale
Pretoria
0084

12.2.2 E-mailed or faxed submissions will not be accepted.

12.3 Bids must be received on or before 11:00 am on 15 April 2016.

- 12.4 A compulsory bidders briefing session will take place on 15 March 2016 at the DIRCO offices, OR Tambo Building, Welcome Centre, 460 Soutpansberg Road, Rietondale at 10:00 am.
- 12.5 Any bid received after the due date will not be considered.

ANNEXURE A

RFP – Office and Residential Accommodation

INDICATIVE NEW YORK SPACE NORMS (UNITED NATIONS & CONSUL-GENERAL)								
Shared Space								
RFP ANNEXURE A								
Establishment	No.	Norm	Total		User Needs	No.	Norm	Total
Main Reception Foyer	1	80,00	80,00		Parking spaces	5		
Welcome Centre - meeting space for external guests (consisting of various smaller meeting rooms)	1	150,00	150,00					-
Welcome Centre Reception/Waiting	1	20,00	20,00					
Multipurpose venue (MPV) - meeting space for conferences and large functions (able to be reconfigured for smaller meetings)	1	250,00	250,00					-
MPV Furniture store	1	40,00	40,00					-
Dining Room	1	60,00	60,00					-
Kitchen	1	40,00	40,00					-
Lobby/Foyer Area	1	60,00	60,00					
Press Briefing Room	1	30,00	30,00					-
Ablution facilities	2	40,00	80,00					-
Project office - multifunctional working space	1	180,00	180,00					-
TOTAL			990,00		TOTAL			-

A minimum of 5 parking spaces are required

Total: Net usable space			990,00	Sqm
Plus 10% expansion			99,00	
Provision for common areas @ 30%			297,00	
			1	
			386,00	
Total: Gross space			1 386,00	Sqm
			14	
			918,78	Sqf

1sqm = 10,76391 sqf

RFP – Office and Residential Accommodation

INDICATIVE NEW YORK SPACE NORMS (UNITED NATIONS) RFP ANNEXURE A							
Establishment	No.	Norm	Total	User Needs	No.	Norm	Total
Executive Manager				Conference room	1	40,00	40,00
Office	1	45,00	45,00	Reprographics room	4	16,00	64,00
PA	1	16,00	16,00	Kitchenette	3	12,00	36,00
Secretary	1	16,00	16,00	Storeroom	2	20,00	40,00
Executive Manager Boardroom	1	40,00	40,00	Registries	5	20,00	100,00
Reception/Waiting area	1	20,00	20,00	Registries	1	40,00	40,00
Kitchenette	1	12,00	12,00	Bulk Storeroom	1	40,00	40,00
Senior Managers							
Office	1	38	38				
PA	1	16	16				
Managers	10	24,00	240,00				
Senior staff	18	20,00	360,00				
Junior staff - seated in open plan areas	16	8,00	128,00				
TOTAL			931,00	TOTAL			320,00

Please note: One Reprographics Room and One Kitchenette per floor

Total: Net usable space			1 251,00	Sqm
Plus 10% expansion			125,10	
Provision for common areas @ 30%			375,30	
			1 751,40	
Total: Gross space			1 751,40	Sqm
			18 851,91	Sqf

1sqm = 10,76391 sqf

INDICATIVE NEW YORK SPACE NORMS (CONSUL-GENERAL) RFP ANNEXURE A							
Establishment	No.	Norm	Total	User Needs	No.	Norm	Total
Executive Manager				General			
Office	1	38,00	38,00	Conference Room	1	40,00	40,00
PA	1	16,00	16,00	Reprographics Room	4	16,00	64,00
Executive Manager Boardroom	1	25,00	25,00	Kitchenette	3	10,00	30,00
Reception/Waiting area	1	20,00	20,00	Registries	3	20,00	60,00
Kitchenette	1	12,00	12,00	Bulk storeroom	3	40,00	120,00
				Storeroom	5	16	80
Managers	4	24,00	96,00	Consular Reception	1	40	40,00
				Interview Room	2	16	32,00
Senior staff	5	20,00	100,00	Walk in safe	1	12,00	12,00
Junior staff - seated in open plan	3	16,00	48,00				
Junior staff - seated in open plan	22	8,00	176,00				
TOTAL			493,00	TOTAL			438,00

Total: Net usable space			931,00
Plus 5% expansion			46,55
Provision for common areas @ 30%			279,30
			1 256,85
Total: Gross space			1 256,85
			13 528,62

Please Note: One Utility Bay and One Kitchenette per floor

1sqm = 10,76391 sqf