**QUESTIONS AND ANSWERS**

**RFP 44/2016 – ERGONOMICS REFRESH @ ALBERTON CONTACT CENTRE**

* Kindly provide the Drawings in an editable CAD format –

Can you please advise if you have the Autocad drawing (.dwg or .dxf file) available of Level ENF-00?

* See CAD drawing: **GP-39-AL-camp-enf-00 Pro17.dwg**
* Please confirm that the amount for Contingency must be R 300 000.00 excluding V.A.T.
* There is no defined value for contingency. Prospective bidders are requested to estimate a contingency based on their total cost of the project. Refer (Tender pack - Pricing Template).
* Kindly provide an extension on the closing date from Friday, 24TH March 2017 to Friday, 31ST March 2017, the reason for extension is that the tender briefing was held on Wednesday 15TH March 2017 and next week Tuesday, 21ST March is a public holiday, therefore there is not ample time to complete the response.
* The project timeline is defined and dates cannot be amended.
* Please advise if the Presentation is to be a “Design Proposal” of the entire project or if you require it to be more of a “Look and Feel” presentation.

1. The presentation should address the technical specification requirements outlined in the RFP.

Or

1. Bidder(s) are required to prepare a formal presentation to SARS addressing the design guidelines

* Will the bulk filing be moved from the ground floor?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* Furniture from 2nd floor to be reused?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* How many boardroom rooms needed and number of seats for each?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* How many training rooms needed and number of seats for each?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* How many small meeting rooms needed and number of seats for each?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* How many offices will be needed?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* How many employees are relocating?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* How many managers with offices? Ave office size;
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))
* How many work stations will be needed?
* information is contained within the Specification document in the Tender pack [RFP 44/2016 Tender Pack](http://www.sars.gov.za/Procurement/Pages/TenderDetails.aspx?tendernumber=44&year=2016&type=Request%20for%20Proposal%20(RFP))