



ANNEXURE 2: MANDATORY COMPLETION FORM

RFP64/2018

BIDDERS NAME: _____

Bidders are expected to complete this form in full for mandatory requirements as stipulated in the Main RFP Document, and submit the requested documentation. The form must be submitted in File 1, Exhibit 2.

No	Mandatory Requirements	Complete	Comments
1	<p>Provide the physical address of the proposed building and include pictures of proposed building. Building location is within tendered specifications.</p> <p>See Section 2.2 of the technical specification document.</p> <p>Bidder to submit a full schedule on building information and physical address.</p>		
2	<p>Parking adhering to the requirements of Annexure C of the technical specification document is met in full.</p>	Bidder to enter number of On-site parking bays: _____	
		Bidder to enter number of Off-site parking bays (if any): _____	
		Bidder to enter number of Total	

No	Mandatory Requirements	Complete	Comments
		Bays provided: _____	
3	<p>Full AutoCAD 2015 version (or compatible DWG file format) CAD drawings (printed and electronic) of the proposed premise suitable for full architectural workup. The bidder must supply accurate and up-to-date site plan, floor plans, elevations and primary sections.</p> <p>Landlord's Architect to place contact centre layout (Conceptual) on CAD drawings before submitting. See Annexure A for design concepts and Annexure B for business requirements for this tender.</p>		
4	<p>Suspended Ceiling heights of min 2700mm clear AFFL. If ceiling heights are below 2700, bidder is to indicate that this can be rectified to minimum 2700mm during retrofit while still allowing for full coordinated ceiling services.</p> <p>Bidder to enter the Current and Future clear height in mm.</p>	Current: Bidder to enter clear height in mm: _____mm	
		Future: Bidder to enter clear height in mm: _____mm	
5	As per Section 1 Building Characteristics of the technical specification document, if a split floor proposal is offered, it will comply with ground and first floor – or – first floor and second floor and sizes per floor as specified.		

No	Mandatory Requirements	Complete	Comments
	Landlord's Architect to indicate areas per floor indicating 50% split per floor (within 10% allowance either way).		
6	<p>Provision of a detailed proposed program of the beneficial occupation not exceeding 12 months must be submitted.</p> <p>Points will be scored in the technical evaluation process; however a mandatory stipulation of not exceeding 12 months is included in this tender.</p>		
7	<p>Bidders are required to sub-contract a minimum of 25% of the contract or project to:</p> <p>An EME or QSE which is at least 51% owned by black people</p> <p>NB: Kindly utilise Annexure 1 for declaration of subcontracting. Annexure 1 form attached. The form must be completed in full</p>		