



University of Fort Hare
Together in Excellence

Department of Finance, Supply Chain Management

Alice Main Campus address:

Private Bag X 1314, King Williams Town Road, Alice
Tel: 040 602 2003/4/5 Fax: 040 602 2578

East London Campus address:

50 Church Street, 4th floor, East London
Tel: 043 704 7277 Fax: 086 628 9709

25th October 2016

TO ALL PROSPECTIVE BIDDERS

SUPPLEMENTARY INFORMATION No.1: BID REF: UFH-SCM09/2016 - APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE PROVISION OF STUDENT ACCOMODATION TO THE UNIVERSITY OF FORT HARE STUDENTS IN EAST LONDON CAMPUS.

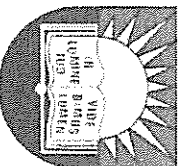
Dear Prospective Bidder,

1. In line with the resolutions of the compulsory briefing session held on the 07th October 2016 and the subsequent query thereof, please receive attached a detailed description and breakdown of each functionality criterion.
2. Important to note that a physical site inspection of the proposed building(s) for all bidders that have passed the Prequalification functionality criteria shall be conducted to verify the information contained in each bidder's proposal. In this phase, bidders are expected to obtain a minimum of 70 out of 100 points available to proceed to the next phase of the evaluation process.
3. Kindly be advised that all bidder's price offers must be inclusive of water, electricity, cleaning, security and consumables as outlined in the pricing schedule. **Please note that price offers must be inclusive of all taxes.**
4. We are looking for a readily available building, for all those that have progressed to the second phase of the evaluation process; their buildings shall be subjected to a physical inspection of the building wherein they will be tested against the set criteria as indicated above. (A detailed breakdown of the evaluation criteria is attached)

Yours truly,

Mr Luyanda Mema
Supply Chain Manager

Date



University of Fort Hare

Together in Excellence

Checklist for compliance of proposed buildings

Criteria	Detailed Narrative of requirement	Obtainable maximum points
Health & Safety	<p>Potential service providers shall comply with all the legislative requirements (national, regional and municipal) regulating health and safety at all times. Additional requirements pertinent to the provision of student housing are listed below and certificate of compliance should be obtained from the relevant authority on an annual basis with regard to the following services.</p> <ul style="list-style-type: none">a) Fire safety, prevention and detection mechanisms and procedures = 2pointsb) Electricity and gas installations = 2pointsc) Security staff, mechanisms and procedures = 2pointsd) Each student room as well as the building must be secure = 2points	10

	<p>e) Monthly hygiene audits of food preparation facilities should be carried out in addition to annual municipal hygiene inspection = 1point</p> <p>f) All ablutition Areas should be cleaned at least once daily using cleaning industry standard chemicals and products. Shower doors or curtains must be fitted to shower cubicles to ensure privacy =1point</p>	
Security	The landlord must provide security services as required under design below.	10
Cleanliness of the Building	The landlord must provide cleaning services as required under design below.	5
Design	<p>Single rooms should be no smaller than 8m² and double rooms should be no smaller than 14m²</p> <p>b) Service Providers must provide a bed frame, a mattress and mattress cover</p> <p>c) The following minimum social spaces should be provided:</p> <p>Large common/meeting room-1m² per student Resident</p> <ul style="list-style-type: none"> • Small TV /meeting room- 0,5m² per student Resident <p>d) Residences should be designed to be self-catering and therefore the following minimum food</p>	5

	<p>preparation standard must be provided:</p> <ul style="list-style-type: none"> • Suitable food storage, preparation and kitchen space shall be provided • Stove-1 per 6 students • Cold storage-0,075³ lockable storage space for students • Sink- 1 per 15 students • Lockable cupboards-1 per student • Microwave oven-1 per 15 students • Counter space- sufficient for 25 % of the capacity of the students Residence simultaneous usage e) Wireless and/or fibre optic cable internet access is required in all student room and social spaces and must be connected to the University network. f) No more than two students shall be allowed in a two bedroomed room, and only one student per single. 	
<p>Location of the Building</p> <p>Within 20km radius = 30 points</p> <p>Outside 20km = 0 points</p>	<p>The Residence should be within walking distance from the main Administration building in Church Street, Quigney.</p> <p>b) The Residence should not be more than 20 kilometres travel by public or private transport (one way to and from</p>	<p>30</p>

	the campus under normal circumstances) from the campus	
Physical Site Inspection (state of readiness of the building for occupation)	<ul style="list-style-type: none"> - Single student room - Double student room - Principal Common room - Minor Common Room - Student Study area - Passages - Utility Area - Foyer - Guest Toilet - Kitchenettes - Ablutions - Laundry - Cleaner's Store - Box rooms - Water heating room - Hub/IT room - Dry yard - Warden/Residence Manager's Flat - Warden/ Residence Manager's Office - General 	20

Value Add and Corporate Social Investment	The bidders corporate social investment must speak to the University of Fort Hare	20
Specific to UFH = 20 points		
Not specific to UFH = 0 points		