



STRICTLY CONFIDENTIAL

TYPE OF MEETING : *NON-COMPULSORY BRIEFING MEETING FOR PROVISION OF RENTABLE RETAIL SPACE FOR EASTERN CAPE CRAFT COLLECTION SHOP IN EAST LONDON FOR A PERIOD OF THREE (3) YEARS*

MEETING NO. : 1

BID NUMBER : ECDC/ELN/420/092025

DATE : 16 October 2025

TIME : 10:00AM

VENUE : MS Teams

1. PRESENT (From ECDC)

- a) Siyabulela Vanda – ECDC Representative
Athenkosi Baliso – ECDC Representative
Philasande Magazi – ECDC Representative

2. APOLOGIES

None

3. MINUTES OF PREVIOUS MEETINGS

There were no previous meetings held and therefore there were no minutes to be considered or adopted.

4. MATTERS ARISING

There were no matters arising.

ITEM	DESCRIPTION	ACTION
5.	INTRODUCTIONS / WELCOMING (a) ECDC representative (end user) welcomed all those present.	SV
6.	SIGNING OF ATTENDANCE REGISTER (a) It was clarified that this is a non-compulsory briefing session and prospective bidders who did not attend will not be disqualified (b) Attendance register – Bidders were requested to write their email addresses in the MS Teams chat box to enable better communication when ECDC requires to communicate to the Bidders. Any communication that needs to be communicated uploaded on the website.	ALL



7.	7.1 DISCUSSION 1.1. Viewing of the current ECDC Craft Shop Bidders can view the current EC Craft Collection Shop (to familiarise themselves for the layout and shop fittings that will be required for tenant fit out) at Shop No. 12 Beacon Bay Crossing, Cnr N2 & Bonza Bay Rd, Beacon Bay North, East London, 5201 Trading Days are Monday to Friday. ✓ Trading Time 09:00-16:30pm ✓ Contact person: 043 704 5601 ECDC has established the Eastern Cape Craft Collection Shop in 2016 as a strategic centre for promoting and retailing of the Eastern Cape craft and design products. The strategic objective of the Creative Industries programme within Trade, Investment and Innovation unit is in line with ECDC's mission of maximizing socio-economic growth efforts in the Eastern Cape through sector development support. One of the key strategic thrusts of the creative industry programme is to facilitate access to markets for craft and design enterprises. The craft shop is currently supporting 134 creative enterprises. The current lease agreement expires in November 2025. ECDC would like to source suitable retail property for rental which is in close proximity to the current shop or suitable area (see mandatory technical requirements). The offered building must be ready for occupation 1st December 2025. ECDC requires and seeks to acquire retail space for rental for a period of three (3) years with an option to extend for a period of up to two (2) years as per the following scope 1.2. SCOPE OF SERVICES REQUIRED 1. Requirements as per Scope of Services ECDC requires a rentable retail space for the Eastern Cape Craft Collection in East London as follows: The proposed craft shop should be a) Property Size - Gross Rentable Area required is at least 160 sqm but should not exceed 180sqm b) Property Location - The proposed property space must be in East London, in areas around the Beacon Bay, Vincent, Berea, Nahoon. - The proposed space must be in an established retail complex/environment and must not be a standalone and there should be already other existing retailers present (ECDC should not be the only tenant in the retail space). - The proposed retail space should not be in a retail area where it goes against ECDC's Mandate, Values and cause reputational harm to ECDC. - Retail complex should have been operating for more than 5 years - Proposed space must be in a place with the following characteristics ✓ easy public transportation options and ample parking, ✓ a place with good signage opportunities	SV
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- ✓ must be in a clean retail area and environment
- ✓ must be in an environment that is safe for customers and tourists
- ✓ the proposed space should be in a suitable area where there are retail businesses around, where there is frequent shopping foot traffic that the Craft shop will attract
- ✓ the proposed retail space/area/complex should be gated with security guard. The complex must be secured for both customers and the shop itself

c) Property Intended Use

- The proposed retail space needs to be suitable for the intended use.
 - ✓ needs to be in appropriate shape and commercial location. The proposed area should be able to accommodate the required craft shop space needs
 - ✓ needs to be well ventilated
 - ✓ ease of visibility to customers walking /driving around the retail area
 - ✓ The shop front must be glass for setting of displays that is visible from the shopping complex where the customers are moving around for potential customers to see the display inside the shop.

d) Access and Parking

- The proposed space must accommodate people with physical disabilities and mobility impairments to all areas. Parking and access for pphysical disabilities and mobility impairments access to be in line with the National Building Regulation and Building Standards Act.
- The proposed space must have at least 10 parking spaces for ECDC Craft Shop customers which can also accommodate minibuses for groups and at least 1 parking bay that will be able to accommodate physically challenged people in accordance with National Building Regulation and Building Standards Act.

e) Ablution Facilities

- The proposed retail space should have available ablution facilities for customers and ECDC workers for free. The ablution facilities should also accommodate people with physical disabilities and mobility impairments and should be in accordance with the National Building Regulation and Building Standards Act.

f) Accessibility to Public Transport

- The proposed retail space must be accessible through public transport approximately 300m- 500m away from the shop or retail complex gate.

g) The retail environment should be safe preferably enclosed area with a secure access gate.

h) Retail premises should be available for occupation on the 1st of November 2025. The premises should be available for reconfiguration and tenant fit out on 1st November 2025 and for occupation on 1 December 2025. The landlord will be responsible for reconfiguration and tenant fit out.

It was explained that though currently ECDC requires the proposed building to be available from the 1 November 2025 due to the lease coming an end at the end of November 2025, it is the intention of ECDC in extending that time for the availability to be maybe in January 2026 to allow for the festive season.



a. **Eligibility to bid/Minimum Requirements**

- Bidders must ensure that all the required mandatory returnable documents and annexures are submitted together with this bid document (RFP), fully completed and signed as required in para 1.6.1. (pre-qualification mandatory requirements) and Annexures (.)
- **Mandatory requirements and functionality evaluation requirements were explained, and Bidders were urged to submit the mandatory requirements and mandatory technical minimum requirements for rental craft shop space (paragraph 1.6.1 and 1.6.3 respectively) and as required. Failure in not submitting the mandatory requirement as required will lead into disqualification and the bid not being evaluated.**
 - It is important for the bidders to especially note that the following as most bidders are disqualified due to them not submitting them properly.
 - ✓ Delegated Authority should be the one completing and signing the Bid Document. **The delegation of authority MUST be attached to and submitted with the Bid document and should meet the requirements of 1.6.1 item 3**
 - ✓ **Annexure F (SBD 4): Bidder's Disclosure** (To be Signed and Completed by the Duly Authorised Signatory).
 - **Bidders and their directors/shareholder/member/trustees etc. MUST declare ALL THE ENTITIES (companies) they have an interest in (Annexure F paragraph 2.3), regardless of whether those companies are bidding for this contract or not, and**
 - a) To be signed by the delegated authority, and
 - b) Bidders can check their CSD and the CIPC etc. for the companies the Bidders / directors / shareholders /members / trustees have interest in.

7.3 ESTIMATED TIMELINE

Bid closing is 24 October 2025 on or before 12:00 am

7.4 SUBMISSION OF BID DOCUMENTS

All bid documents must be submitted as follows:

The documents are to be delivered at the following address as follows:

Bid Reference Number: **ECDC/ELN/420/092025**

Project Name: **PROVISION OF RENTABLE RETAIL SPACE FOR
EASTERN CAPE CRAFT COLLECTION SHOP IN EAST
LONDON FOR A PERIOD OF THREE (3) YEARS**

Attention: **S VANDA**



Delivered at: ECDC HEAD OFFICE AT ECDC HOUSE,
OCEAN TERRACE PARK,
MOORE STREET,
QUIGNEY, EAST LONDON.

7.5 EVALUATION

This bid will be evaluated in the following stages

Stage 1: Pre- Qualification/ Administration Compliance.	Pre-Qualification Service Providers are to meet all the Mandatory Tender Requirements in order to be evaluated further. Failure to submit the Mandatory Tender Requirements as required will result in the bid being disqualified.
Stage 2: Price and Specific goals.	Preferential Procurement Points: In accordance with the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the 80/20 Preference Point System shall apply to responsive tenders/bids with a Rand value equal to, or above R1 000 000 and up to a Rand value of R50 000 000.00 inclusive of all applicable taxes. Joint Venture Preference Points Calculation (See Treasury Circular 02 of 2023/2024) For bidding purposes, a joint venture or consortium means an association of two or more individuals and/or individual business entities for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract. When evaluating bids of joint ventures/consortia, preference points must be allocated proportionately for such bidders in terms of their attributes or qualification for the relevant specific goal that is being scored, subject to the joint venture/consortium submitting the relevant proof of substantiation of points claimed as stipulated in the bidding documents. The points scored for the specific goals must then be added to the points scored for price and rounded off to the nearest two decimal points.
Stage 3: Mandatory Technical Minimum Requirements.	Mandatory Technical Minimum Requirements for Rental Craft Shop Space ECDC will conduct a technical evaluation which may include an onsite inspection on the proposed rental craft shop space of the highest scoring Bidder in stage 2. Service Provider is required to submit all the required documents as proof of compliance and to meet all the mandatory technical minimum requirements for ECDC's requirements for Retail Space as set out in this Bid Document. Failure to meet all the minimum technical requirements for rental craft shop space will lead in the disqualification of the Service Provider and the next highest scoring bidder will be evaluated and so forth.

- a) STAGE 1 - PRE – QUALIFICATION (MANDATORY REQUIREMENTS):**
Service Providers are to meet all the Mandatory Requirements in order to be evaluated further. Failure to submit the Mandatory Requirements as required will result in the bid being disqualified.

ECDC explained that most of the bidders are disqualified at this stage due to bidders not doing exactly what is indicated in the bid document.

ECDC went through each Pre-Qualification Stage (Mandatory Requirements) and explained that if the Service Providers do not submit the Minimum Requirement as required their Bid will be disqualified and will not be evaluated further.



The requirements are on paragraph 1.6.1 page 12 to 18 of the Bid Document

SERVICE PROVIDER TO MAKE SURE THAT THEY COMPLETE IN FULL AND SIGN THE ANNEXURES WITH THE PRICING SCHEDULE .

b) STAGE 2 – PREFERENTIAL PROCUREMENT POINTS SCORING (80/20)

80 = Price points

20 Specific Goals

It was explained that ECDC will conduct a technical evaluation which may include an onsite inspection on the proposed rental office space of the highest scoring Bidder in stage 2.

c) STAGE 3 – MANDATORY TECHNICAL MINIMUM REQUIREMENTS FOR RENTAL CRAFT SHOP SPACE

ECDC will conduct a technical evaluation which may include an onsite inspection on the proposed rental craft shop space of the highest scoring Bidder in stage 2.

Service Provider is required to submit all the required documents as proof of compliance and to meet all the mandatory technical minimum requirements for ECDC's requirements for Retail Space as set out in this Bid Document.

Failure to meet all the minimum technical requirements for rental office space mandatory will lead in the disqualification of the Service Provider and the next highest scoring bidder will be evaluated and so forth.

FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION AS REQUESTED WITH THE BID PROPOSAL AND FAILURE TO MEET ALL THE REQUIREMENTS ON THE TECHNICAL EVALUATION AND/OR ONSITE INSPECTION MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED WITHOUT FURTHER CONSIDERATION.

ECDC went through the mandatory technical minimum requirements for the rental craft shop and question were posed which were answered. See answer and questions below.

d) SCOPE OF SERVICES

ECDC went through the property requirements, and it was explained that the Bidder will be responsible for the reconfiguration and tenant requirement and should price the document accordingly.



QUESTIONS AND ANSWERS

Question 1

Refer to page 16–17, Annexure H / SBD 6.1 Preference Point Claim – Proof of Address:

- **Question:** Kindly confirm whether we are required to submit all three (3) of the following documents — Bidder's Utility Bill, Valid Lease Agreement, and Letter from the Ward Councillor — or will submission of anyone (1) of these be sufficient for compliance.

Answer 1

One proof of address will suffice. The Bidder is required to submit as proof either Bidder's Utility Bill, Valid Lease Agreement, or a Letter from the Ward Councillor

Question 2

Refer to page 22 - Access and parking:

- **Question:** Could you please confirm whether the total number of required parking bays is 10 in total (including the bay for persons with disabilities) or 11 in total (10 standard bays plus 1 accessible bay)?

Answer 2

Answer: The minimum number of Parking bays required is 10 parking bays including the parking bay to cater for people living with physical disabilities and mobility impairments.

Question 3

Refer to page 24 - Proof of Backup Power Supply - Mandatory Requirement:

Question:

- Please confirm what form of proof will be accepted for us to comply (e.g. photos, or confirmation letter)
- Do you require a UPS or a generator.
- Please can you provide us with the specifications of the preferred Backup power.
- What must all run off the preferred backup power supply?

Answer 3

Answer:

- Any proof which confirms that the proposed retail space has a backup power. A confirmation Letter, picture can suffice etc can suffice. Bidders are reminded that ECDC may conduct site inspection of the proposed retail space to corroborate the information submitted. Should it be found that Bidders submitted information that is false, they will be automatically disqualified.
- Mandatory requirement 8 on page 24 requires that the proposed retail space by the Bidder to have a backup power supply for continuity of supply of electricity/ power.

ECDC requires back-up power that will be sufficient to run the retail space proposed during working hours (fully functional) should there be no power



e.g. power outages/loadshedding. The backup power should have the ability to run until the power is restored during working hours.

- c) Specification Backup power: Mandatory requirement 8 on page 24 requires that the proposed retail space by the Bidder to have a backup power supply for continuity of supply of electricity/ power.

ECDC requires back-up power that will be sufficient to run the retail space proposed during working hours (fully functional) should there be no power e.g. power outages/loadshedding. The backup power should have the ability to run until the power is restored during working hours.

- d) The backup power will be utilised for lights, plugs and air conditioner

Question 4

Refer to page 53- Pricing Schedule - Tenant Fit-out cost:

- a) Are we required to include the Tenant Fit-Out Cost in the Total Bid Price?
- b) How will the evaluation process ensure a fair comparison between bidders, as including different fit-out amounts could make it difficult to compare "apples with apples"?
- c) If the actual fit-out cost exceeds the amount provided in our bid, or if additional fit-out items are requested that were not initially specified, will these be covered ECDC?

Answer 4

- a) Yes – Bidders are required to include in their costing the total cost for the reconfiguration of the retail space and the tenant fit out as per the Bid Document.
- b) Bidders are required to include in their costing the total cost for the reconfiguration of the retail space and the tenant fit out as per the Bid Document for ECDC to evaluate on a common base. ECDC has stipulated in the scope of works from page 29 to page 35 of the document the requirements of the proposed retail space.
- c) ECDC has indicated from page 29 to page 35 the requirements for the space and the reconfiguration and tenant fitout that will be required, and Bidders should price accordingly. Should ECDC require additional work to be done, this will be handled as a variation as it was not part of the specification.

It is important to note that the following

- Bidder is required to include in their price everything that is specified for reconfiguration and tenant fit out as the Bidder will be the one required to reconfigure the space and complete the tenant fitout.
- Bidders' prices should remain fixed and firm for the duration of the validity period.

Question 5

- a) Who pays for:
- Water and Electricity metered monthly as per usage
 - Refuse removal invoiced monthly
 - Internal Maintenance
 - External Maintenance
 - Internal Cleaning (she bins, office cleaner etc etc)
 - External Cleaning
 - Internal Security (CCTV cameras etc.)
 - Guard at proposed office space for ECDC exclusive use
 - Burglar alarm system linked to armed response



- External Security – for whole building
- Rates and Taxes
- Fire charges - Municipal
- Servicing of fire equipment
- Pest Control
- Sewerage invoiced monthly
- Exterior and interior signage
- Generator fuel as per usage

Answer 5

As per the Bid Document it is required that the bid and lease amount should cover all the items listed above except for the water and electricity which is a variable cost.

1. Internal Cleaning will be the responsibility of ECDC.
2. The security guard will not be for the exclusive use of ECDC. As per the Bid Document from pg. 29-35 ECDC requires that the retail space that is being offered be in a retail complex that has a security guard. However, ECDC requires a Security gate at the door for access to the shop. Security gate to be remote controlled
3. Backup power (ensuring that it is ready for use at all times, service, maintenance etc) is the responsibility of the Bidder.

CLOSURE

- (a) There were no further issues to be discussed, the meeting was then Adjourned.

APPROVAL OF MINUTES

Signed by the chairperson, on behalf of all the members present, to confirm that the minutes are a true and accurate record of the meeting.

Approval : -----