

## RE-ISSUE OF RFQ: THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST CBE WITH RELOCATION TO THE NEW OFFICE PREMISES INCLUDING STORAGE FACILITIES.

The Council for the Built Environment (CBE) wishes to invite Quotations from Prospective Service Providers for the Appointment of a Service Provider to assist CBE with relocation to the new office premises including Storage facilities.

### **1. Background:**

The Council for the Built Environment (CBE) invites service providers to submit quotations to assist CBE with relocation to the new office premises including storage facilities.

### **2. Terms of Reference**

The appointed service provider is expected to assist with movement of All CBE assets first to a storage facility then move items to the new office premises. The relocation will take place for a period of three days in November 2022 on the 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> November respectively. The relocating service provider must quote for all the items listed below per line item as follows:

- Movement of ALL office contents as per asset register from 169 Corobay Corner 2<sup>nd</sup> floor Block A Menlyn on 28,29 and 30 November 2022, to the storage facility until 15 December 2022.
- The service provider must then move the Furniture from the storage facility on 15 December 2022 to the new offices in Hillcrest Office Park. (The items to be moved includes all office contents one bulk filling system as per asset register, *excluding* server equipment, Big printers and server racks).
- Dismantling of office furniture, transporting and reassembling at new premises.
- Estimated supply of 800 boxes and appropriate labels: as well bubble wrapping for electronic equipment. CBE to be charged only for resources used.
- Wrapping of electronic equipment and other items (i.e., computers; fridges; *small printers*; pictures, etc.)
- Insurance Coverage for ALL items transported from CBE Menlyn office - Storage facility -Hillcrest office Park. (Personal laptops used by personnel will not be moved by the service provider but by the users) **Value of Assets R 10 615 719**
- Shuttle service at new office premises.
- Shuttle services at the storage facilities location (If required)
- Storage only for big printers (The printers will be moved by the service provider responsible for them) Bidders must only quote for their storage at the storage facility.

**Special Notes:**

- Should any *crucial* amendments on the above be required they will be communicated with the bidders during the site inspection. These maybe due to any unforeseen elements of *security, risk or need* from the CBE for its items.
- Storage location to be in Pretoria taking into consideration of the new premises office.
- *Service providers to quote using the pricing schedule provided to cover each line item.*

**3. Compulsory Site Inspection:**

*Service providers who wish to quote must attend a compulsory site inspection as follows:*

*Date: 15 November 2022*

*Time: 10:00 -11:00*

*Venue: CBE offices: 169 Corobay corner, corobay Avenue, Block A 2nd floor Menlyn*

**BBBEE Certificates/ Sworn affidavits must be submitted physically in our bid box at 169 Corobay Corner, Corobay Avenue, 2nd Floor , Block A Menlyn as they must be Original/ Originally certified copies. (Not later than the closing date).**

**Note:** Closing date for submitting quotes: **16 November 2022 at 11:00**, quotations from service providers who will not attend the compulsory site inspection **will not be considered**.