



Request for Annual Accreditation for New and Current Accommodation Providers

SUBJECT	RFAA: Off-Campus Accredited Accommodation
DOCUMENT NUMBER	SPU-RFA-119-2021
CONTACT PERSON	MR ADONIS SHIKWAMBANA
CLOSING DATE	26 NOVEMBER 2021
CLOSING TIME	12:00
SUBMISSION AT	Email to Off-campus@spu.ac.za

SOL PLAATJE UNIVERSITY
(hereinafter referred to as 'SPU')

Request For Annual Accreditation (RFAA): Off Campus Accommodation
SPU-RFAA-119-2021
(hereinafter referred to as 'RFAA')

SPU's Residence Office hereby invites requests for annual accreditation in respect of Off Campus Accommodation.

The return date for responses against this RFAA is at 12:00 on 22 November 2021 and is to be delivered in the requested manner and to the address advised. Late responses will not be considered.

All the information contained in these documents and/or any other related media is strictly confidential and must not be disclosed to any third party without the prior written consent of SPU.

This RFAA document consists of the following sections

- Part 1:
1. General Information
 2. Timeline to be Observed for this RFAA
 5. Actions required for this RFAA
- Part 2: Request for Annual Accreditation
Application Form
- Annexure A Policy on the Minimum Norms and Standards for Student Housing at Public Universities published in terms of the Higher Education Act, 101 of 1997 (as may be amended from time to time) (Government Gazette 39238, 29 September 2015)
- Annexure B Standard Terms and Conditions in respect of Off Campus Accommodation

PART 1

RFAA: Off-Campus Accredited Accommodation

SPU-RFAA-119-2021

1. GENERAL INFORMATION

SPU's Residence Office is now inviting Individuals / Entities interested in annual accreditation to express such interest by submitting a Request for Annual Accreditation in respect of Off Campus Accommodation.

1.1. It is of high importance to note that the intention of this process is merely to assess privately owned accommodation based on the Policy on the Minimum Norms and Standards for Student Housing at Public Universities published in terms of the Higher Education Act, 101 of 1997 (as may be amended from time to time) (Government Gazette 39238, 29 September 2015) attached hereto as Annexure A, in order to determine whether the accommodation meets the minimum requirements for annual accreditation. Sol Plaatje University has no intention to enter into any contractual agreement with any third party who owns a property that has indeed been accredited through this RFAA process. Should SPU proceed to accredit any property through this process, it will merely be an indication that the property meets the minimum requirements for Off-Campus Accredited Accommodation as provided for above and will be subject to the Standard Terms and Conditions in respect of Off Campus Accommodation attached hereto as Annexure B. Any contractual agreements entered into as a result of successful annual accreditation through this RFAA process, will be between the owners of Off Campus Accredited Accommodation and the Students occupying the property.

1.2. Non-disclosure documents marked SPU-RFAA-119-2021 may be downloaded from SPU's website at www.spu.ac.za from 10H00 on 5 November 2021. Once the non-disclosure document has been signed and returned to Off-campus@spu.ac.za, a RFAA document will be emailed to the Interested Parties. A non-refundable fee of R 100.00 is payable in respect of every RFAA submitted.

1.3. Any and all queries in response to SPU-RFAA-119-2021 must be submitted in writing to Off-campus@spu.ac.za. Kindly take note that only questions, queries or other correspondence pertaining to the RFAA should be sent to this email address. SPU will respond to requests for clarification by no later than 20 November 2021, providing that all questions must be received by no later than 12:00 on 12 November 2021.

THE ACTUAL RFAA SHOULD BE SUBMITTED VIA EMAIL ONLY AS DETAILED IN PARAGRAPHS 1.4 AND 1.5 BELOW AND SHOULD NOT BE SUBMITTED IN THE TENDER BOX. ANY RFAA DOCUMENTS SENT SUBMITTED IN THE TENDER BOX WILL AUTOMATICALLY BE DISQUALIFIED FROM THE PROCESS.

1.4 Requests for annual accreditation in response to SPU-RFAA-119-2021 must be submitted by email, clearly marked SPU-RFAA-119-2021 by no later than 12:00 on 26 November 2021 to spu.rfaa@spu.ac.za

1.5 Only proposals submitted as prescribed above will be accepted.

1.6 Faxed, couriered, hard copy proposals, etc. and/or late proposals will not be accepted and will automatically be disqualified from the process.

1.7 Evaluation Criteria:

1.7.1 The Accommodation must comply with the Policy on the Minimum Norms and Standards for Student Housing at Public Universities published in terms of the Higher Education Act, 101 of 1997 (as may be amended from time to time) (Government Gazette 39238, 29 September 2015), attached hereto as Annexure A.

1.7.2 The Accommodation must cater to the needs of Students and must be fit for the purpose for which it was intended.

1.7.3 The Interested Parties must have suitable experience and demonstrated capacity in the provision of Accommodation.

1.8 The review and evaluation process may take a considerable period. All Interested Parties that submitted a Request for Annual Accreditation will be notified by SPU once the process has been concluded.

All Individuals / Entities interested in annual accreditation are reminded that SPU has an Anti-Bribery and Corruption Policy and strictly prohibits bribery in any form. To enforce a culture of strong ethics, integrity and openness, SPU has a speaking up channel to be used by staff or external parties for reporting all cases relating to suspected or actual breaches or concealment of any forbidden acts. Potential Entities interested in annual accreditation can report relevant cases in strictest confidence by using the secure e-mail address at vice-chancellor@spu.ac.za It is the policy of SPU that potential and/or actual Entities interested in annual accreditation involved in offering bribery will be terminated and be excluded from any potential engagement opportunity.

2. TIMELINE TO BE OBSERVED FOR THIS RFAA

The table below lists key events, dates and periods applicable to this RFAA:

MILESTONES	DUE DATE
RFAA issued by SPU on receipt of signed non-disclosure undertaking	From 15 November 2021
Written questions re RFAA questions received by SPU	No later than 12:00 on 20 November 2021
RFAA questions responded by SPU	25 November 2021
RFAA Closing Date	26 November 2021
RFAA Closing Time	12:00
Physical inspections by Representatives of SPU	To be advised

2.1 These dates and times do not create an obligation on the part of SPU to take any action, or create any right for any interested party to demand that SPU executes a certain action on a specific date at a certain time.

2.2 SPU will not accept responsibility for any costs incurred by Interested Parties associated with the preparation and submission of this RFAA.

2.3 SPU shall be entitled to grant or refuse annual accreditation, at SPU's discretion, as appropriate. SPU will not be obliged to provide any reasons explaining why annual accreditation was refused.

2.4 SPU will require a physical inspection of the Interested Parties' premises.

2.5 SPU may issue amendments until 20 November 2021.

2.6 For the avoidance of doubt, this RFAA does not constitute an offer by SPU and no contract shall be construed to be concluded or ratified in any manner by SPU based on this RFAA.

3. ACTIONS REQUIRED FOR THIS RFAA

3.1 All potential Entities interested in annual accreditation are advised to check the number of pages, and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors, they shall inform Off-campus@spu.ac.za and have the same rectified.

3.2 Recipients of this RFAA are required to read all the information supplied, which without limitation includes the Policy on the Minimum Norms and Standards for Student Housing at Public Universities published in terms of the Higher Education Act, 101 of 1997 (as may be amended from time to time)(Government Gazette 39238, 29 September 2015) attached hereto as Annexure A, together with relevant legislation pertaining to the Premises (as may be amended from time to time), in order to have a clear understanding of the requirements.

3.3 It is a condition of this RFAA that all mandatory requirements (indicated in the body of text by the word "must" or expressed or implied accordingly) are met in full. Requests for Annual Accreditation that do not conform to mandatory requirements will be deemed to be made on the basis that conformance is implied by the Interested Party. The contents of requests must be submitted in the same order as that specified in this RFAA.

3.4 The rejection or amendment by the Interested Party of any of the requirements or any other document forming part of this RFAA, might result in the Interested Party's submission being rejected in its entirety.

3.5 All Individuals / Entities interested in annual accreditation should read Part 2 (consisting of the documents listed below) carefully and complete them fully & clearly in black ink:

3.5.1 Request for Annual Accreditation

3.5.2 Application Form

3.6 All potential Entities interested in annual accreditation should sign the Request for Annual Accreditation indicating your compliance and acceptance of this RFAA.

3.7 All Individuals / Entities interested in annual accreditation should provide responses to this RFAA. They must be precise and concise without unnecessary marketing/advertising materials. Failure to observe this requirement may result in rejection of the proposal. If there is any other information which, it is felt should be included because of its relevance to the request, the Interested Party must submit such documents separate from the required structured response.

3.8 All Interested Parties should submit a Request for Annual Accreditation to SPU in line with the requirements stated in the various documents forming part of this RFAA. SPU will not accept any variation.

3.9 All Interested Parties should note that:

3.9.1 SPU reserves the right to distribute answers to questions to all interested parties who may not have asked that question, but where SPU feels that the answer corrects a mistake, adds clarity or removes ambiguity from the original RFAA.

3.9.2 No further questions will be taken or meetings held concerning this RFAA until after the receipt of proposal/s, unless otherwise advised by SPU.

APPLICATION FORM:

Application opening date: 05 November 2021

Application closing date: 26 November 2021

1. PROPERTY OWNER AND PROPERTY DETAILS

DETAILS OF PROPERTY OWNER	
Title:	
Name(s) and Surname:	
Identity Number:	
Physical Address:	
Postal Address:	
REPRESENTATIVE DETAILS (If owner is an organization or entity)	
Name(s) and Surname:	
Identity Number:	
Cell phone number:	
Email address:	
Telephone number:	
ADDRESS OF THE PROPERTY	
BUSINESS REGISTRATION DETAILS	
Name of business:	
Registration details:	
VAT registration number:	
BBBEE compliant:	
Business address:	
HOUSING CAPACITY	
Number of students	

Male:		
Female:		
Gender (applicable for small properties)		
Total:		
CARETAKER (if different from property owner)		
Name(s) and Surname		
Identity number:		
Cell phone number:		
Email address:		
Telephone number:		
First Aid level:		
Other:		
PROPERTY OVERVIEW		
SECURITY:	YES/NO	COMMENTS
Burglar proofing		
Security doors		
Lockable rooms		
PSIRA or similar registered grade C security or neighbourhood watch		
Panic buttons in case of an emergency linked to a registered company		
Perimeter fence <i>(kindly indicate if it is an electrical fence)</i>		
ROOMS	YES/NO	COMMENTS
Curtains and blinds		
Lockable rooms		

Beds and mattresses (<i>unsoiled</i>)		
Study table for each student		
Chair for each student		
Bookshelf for each student		
Paper bin for each student		
Study lamp for each student		
Wall and panel heaters		
Single rooms 7m ²		
Double rooms 14m ²		
BATHROOMS	YES/NO	COMMENTS
Showers		
Bathtubs		
Toilets		
Basins		
Shower mats and shower curtains		
SHE bins		
Mirrors		
Auto sanitizer		
Soap dispensers		
KITCHEN	YES/NO	COMMENTS
Stoves		
Sinks		
Microwaves		
Lockable Cupboards		
Fridges 320L		
OVERALL	YES/NO	COMMENTS

Floor tiles, carpets, and wooden floor		
Overall Painting		
Cleaning		
Roof		
OTHER		
Distance from SPU to the accommodation		
Estimated monthly rental: NB: Rentals to be paid based on NSFAS allocations!	Single Rooms: Double Rooms:	R R
APPLICATION CHECKLIST	YES/NO	COMMENTS
Proof of payment		
Proof of ownership (Bond statement, transfer letter or title deed)		
Municipality approved floor plans (Must indicate room numbers and square meters)		
Certificate of compliance (must be obtained from a certified electrician and must not be older than 2 years)		
Special consent (if more than 4 students are going to be accommodated)		
Certificate of occupancy (applicable to big properties)		

Zoning proof (applicable to big properties)		
Tax Clearance Certificate (Must be submitted annually by the persons or company the university will be transferring rentals to)		
BBBEE certificate		
Lift certificate (if applicable)		
Certified copies of the owner, not older than 6 months		
Affidavit declaring that there will be always a responsible party present at the property.		
Copy of lease agreement and house rules		
Safety, Health & Environment Plan		
Insurance or Third- party liability		

1. Annual Accreditation Fee payable to Sol Plaatje University as follows:

RFAA Fee	R100.00
Bank Name	FNB
Branch	Kimberley
Branch Code	230102
Account	Cheque
Account Name	Sol Plaatje University
Account Number	62432518978
Reference	SPU-RFAA-119-2021 + name of interested Individual / Entity

Please attach proof of payment to your application.

1. DECLARATION

The prospective off-campus provider, by signing this application form, hereby agrees and declares that all the information provided is accurate, correct, reliable and true to the best of the accommodation provider's knowledge. The documents are subject to verification upon receipt. The verification process will be communicated to you in due course.

Where more information is not sufficient, please provide us with a brief explanation on when they will be submitted.

This is done and signed
at _____ on _____ 20__

Accommodation Provider

Name: _____

Designation: _____

This is done and signed at _____ on _____ 20__

Residence Manager: Accredited Off-Campus Accommodation

Name: _____

Signature: _____

Date: _____

Legal Services: Senior Manager

Name: _____

Signature: _____

Date: _____