

CALL FOR TENDER APPLICATIONS

LEASING OF CO-WORKING SPACE

Reference: EYWA Project – Co-funded by the European Union
Issued by: Spanish Chamber of Commerce in South Africa (SSC)
Issue Date:- 11th August 2025
Closing Date: 26th August 2025, 5pm

1. Object of the Tender

This Call for Tender is aimed at Co-working space service providers (hereafter “tenderers”) capable of providing the following services for the Spanish Chamber of Commerce:

Required Services

- Leasing of Co-working space for up to 20 EYWA Subgrant beneficiaries (women entrepreneurs) for a period of 6 months.
- The co-working space must include free internet connection and electricity
- Monday to Friday Access

Service Period

- From 1st September 2025 to 28th February 2026.
- The commencement period is subject to change, and it must not affect the maximum budget allocated for it.

2. Provider ‘s Responsibilities

- Ensure the facilities are well maintained.
- Give us access to attendance reports on all beneficiaries using the space on a weekly basis

3. Spanish Chamber of Commerce’s Responsibilities

- Provide profiles of all EYWA Subgrant beneficiaries that select this service as an option for a maximum of 20 beneficiaries.
- Control the presence and use of the facilities offered and co-funded by the EU
- Control the respectful and fruitful use of the facilities by the beneficiaries.
- Provide the SCC with a weekly attendance report of the beneficiaries.
- Allow the SCC to visit the beneficiaries on a weekly basis to check up on them.

4. Contract Duration and Execution

- The contract will commence on 1st September 2025, or the day after formal signing, and run

until 28th February 2026.

- The leasing period for the co-working space will fall within these dates.
- Any extension due to exceptional circumstances will be communicated in advance, subject to mutual agreement and no increase in budget.

5. Budget and Eligible Costs

- Maximum total budget available: ZAR 360,000 – (€18,000 exchange rate 1€ 20 ZAR).
- Maximum Budget per EYWA Subgrant Beneficiary per month ZAR3,000 – (€150 exchange rate 1 € 20 ZAR)
- Maximum number of Co-working space users: 20
- This includes VAT and covers leasing and related support services.

6. Tender Selection Criteria

The contract shall be awarded to the tender offering the best value for money offer, according to the Evaluation Criteria below included:

a. Tender Admission Criteria

- Copy of South African CIPC registration certificate.
- Tax Clearance Certificate

b. Evaluation Criteria (Total: 100 Points)

The contract will be awarded to the tender offering best value for money (i.e. the tender offering the best price-quality ratio), according to the following criteria:

A. Criteria Assessed by Judgement – 80 points-

- **Location:** Access with public transport, accessibility, natural light of the facilities, convenience for group work, etc.: 25 points
- **Free tea/coffee:** 10 points
- **Free use of boardroom space** (1 or 2 boardrooms available, etc): 25 points
- **Other additional working services included** (printing, etc.): 20 points

B. Criteria Assessed Automatically – 20 points

- Price Offer

Price Offer (Economic value) – 20 points.

Formula: $P = X \times (\text{min} / \text{Of})$

Where:

P = Points awarded

X = Maximum points (20)

min = Lowest offer received

Of = Offer being evaluated

7. Billing and Expense Justification

Invoices may be submitted partially or in full. Each invoice must include:

- Monthly renting cost according to the number of EYWA Subgrant users/beneficiaries.
- Any deposits payable
- Reference to the EYWA Project, co-funded by the European Union

8. Submission Requirements

Tenderers must submit:

1. Technical Offer:

- CIPC registration document
- Complete leasing proposal covering all elements in Clause 1

2. Quotation:

- Pricing breakdown (including monthly leasing cost per 1 user and per 20 users; and eventual deposit)

9. Submission Details

- Email applications to: generalmanager@spaincc.org
- **Deadline: 26th August 2025 at 17:00h-SAST**
- Inquiries: Joaquin Valverde to generalmanager@spaincc.org

Note: Late submissions will not be considered. The Tenderer, The Spanish Chamber of Commerce in SA reserves the right to reject any tender that does not meet the stated requirements or budget limitations.