



**Independent Communications Authority of South Africa**

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**LEASING OF OFFICE PREMISES FOR  
ICASA's EASTERN CAPE REGIONAL OFFICE IN  
PORT ELIZABETH/ GQEBERHA FOR A PERIOD OF FIVE (5) YEARS**

The Independent Communications Authority of South Africa (ICASA) invites suitably qualified service providers to submit proposals for the leasing of office premises for ICASA's Eastern Cape Regional Office, in Nelson Mandela Metropolitan Municipality, preferably Port Elizabeth/Gqeberha. The premises should be, either in an A grade, or B grade, or P grade building, to be leased for a period of five (5) years, with beneficial occupation, for a period of three (3) months, commencing 01 March 2022 or earlier. The lease must commence on 01 June 2022 subject to changes.

**BID TECHNICAL REQUIREMENTS**

**1. KEY INFORMATION**

The proposed building must:

- 1.1. Be easily accessible to the public and preferably be within 3 – 5 kilometres from public transport;
- 1.2. The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level; and
- 1.3. The building's location and its surrounding areas must, preferably, have no exposure to flooding due to heavy rains, hail and/or hazardous environment, making it difficult to access the building and/or park vehicles.

**Prospective respondents are invited to provide comprehensive information on a newly built or existing building that can be refurbished to suit ICASA's requirements. The proposed building must be ready for beneficial occupation on 01 March 2022 or earlier, to allow for fit-outs and**



### **installations.**

Prospective respondents must be prepared to provide a complete office accommodation solution, including fit-out of the premises (turnkey solution) as and when approached by ICASA. Office fit-outs must be as per ICASA's specific requirements (designs & specifications) and must be charged at market rates applicable at the time. ICASA reserves the right to appoint a third party at its own discretion to do office fit-outs and installations.

Maintenance on the exterior of the building and any other common areas shared with other tenants (interior and exterior) remains the responsibility of the service provider (Landlord). Maintenance of the building interior will be the responsibility of ICASA. ICASA will appoint its own service provider to do maintenance on the interior work (e.g. electrical, plumbing, faulty lighting, carpentry, handyman services etc., including supply and installation, at ICASA's discretion).

**Prospective respondents must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.**

## **2. BENEFICIAL OCCUPATION**

- 2.1. The premises must be available for **beneficial occupation from 01 March 2022 or earlier**, for a period of three (3) months, allowing for ICASA's fit out's and installations. The **lease commencement date is 01 June 2022**.
- 2.2. **For purposes of this bid, beneficial occupation means a rent-free period provided by the landlord, to give ICASA time to do fit outs and installations and ready the premises before moving in.**

## **3. ACCCOMMODATION NORMS**

### **3.1. PROPERTY**

**3.1.1. Type of Premises:** - The premises including the office space which ICASA will be occupying must have the following features:



- 3.1.1.1.** Be well secured with access control, with up-to-date facilities and security technology;
  - 3.1.1.2.** Fire detection system, fire extinguishers and fire hydrants;
  - 3.1.1.3.** Have secured and sufficient windows and/or exterior doors to allow natural ventilation and lighting into the building and can be opened if necessary;
  - 3.1.1.4.** If the proposed office space is on the ground or first floor, such windows and/or exterior doors must be fitted at no cost to ICASA with burglar bars, except for emergency exit areas;
  - 3.1.1.5.** The respective service provider/landlord must ensure that the premises adhere to the Occupational Health and Safety Act requirements, including COVID-19 protocols applicable at the time, in line with Disaster Management regulations as issued by government– **please provide details of COVID-19 measures and protocols implemented by the landlord;**
  - 3.1.1.6.** Suitable for corporate office environment, as well as roof space for the installation of ICASA’s equipment or apparatus; and
  - 3.1.1.7.** Suitable for parking of technical and ordinary ICASA vehicles. This clause must be read in conjunction with 3.2.1 below.
- 3.1.2. Broadband Infrastructure:** - The building must have existing network infrastructure to enable the installation of high-speed broadband/fibre – please provide details of the existing network infrastructure for corporate offices.
- 3.1.3. Property/Building:** - The property offered should be able to provide a total lettable area with a minimum of **500m<sup>2</sup> to a maximum of 600m<sup>2</sup>** of office space for lease purposes. The property/building should preferably be scalable to accommodate ICASA’s office requirements in terms of volume/size. The proposed office space must be measured according to the latest South African Property Owners Association (SAPOA) method for measuring floor areas in commercial buildings.
- 3.1.4. Space Planner & Interior Designer/Decorator:** - The service provider/landlord may be requested to avail an architect/draughtsman, space planner and interior designer/decorator to assist ICASA with office layout planning and execution, at no cost to ICASA.



**3.1.5. Mast & Aerial Antennas:** - The office location must be suitable for the possible erection of a radio mast and/or aerial antennas for monitoring purposes (maximum of 3 metres above rooftop height as described and required by ICASA – either on the roof/side of the building or as agreed), considering the approval required in terms of environmental, municipal and civil aviation regulations.

**3.1.6. Strong Room:** The office location should have a strong-room or the building structure must be suitable for the erection of a strong room within the office space.

### **3.2 THE BUILDING**

The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS), Occupational Health & Safety Act, 1993; ISO standards and any other relevant legislation/regulations as applicable – **please provide details of how the proposed building(s) comply with the above and attach proof, where applicable.**

The building design should address lighting, natural ventilation (open windows), indoor environmental pollutants, comfort factor/ergonomics, fire detection/prevention, fibre optic and associated connectivity requirements as well as mitigation of noise levels to ensure a working environment that increases productivity and reduces the occurrence of “**sick building**” syndrome. ICASA may make a request to take the identified building “as is” if it fits ICASA’s space planning requirements and also to save time & costs. **Qualifying service providers may be requested to make presentations to ICASA on the proposed building.**

#### **3.2.1. PARKING**

A minimum of twenty-two (22) covered, access-controlled parking bays (inclusive of two parking bays for persons with disabilities), must be made available **for exclusive use** of official, staff and visitors vehicles at the premises. The parking bays allocated:



- 3.2.1.1. shall be made available to ICASA on a daily, 24-hour basis, for the duration of the lease, in a safe and secure environment (e.g. preferably basement or lockable, covered/sheltered parking in the same building offered for office space (not any adjacent or nearby building));
- 3.2.1.2. shall have the acceptable dimensions/sizes, as per South African parking standards or latest, relevant regulations/legislation/by-laws;
- 3.2.1.3. shall not be offered to anyone except ICASA vehicles, staff and visitors;
- 3.2.1.4. parking bays must be demarcated as reserved for ICASA use only.
- 3.2.1.5. shall not to be shared with residents in mixed use buildings, with offices and apartments;
- 3.2.1.6. shall have no exposure to extreme windy, hail and/or any other unreasonable parking conditions; and
- 3.2.1.7. shall, preferably, be covered by CCTV cameras.

**NB: Please note that ICASA has technical vehicles, which require access height of 2.4m as well as access controlled covered parking space.** The monitoring/technical vehicles batteries often have to be placed on trickle charge as they often run flat. Therefore, access to a 220V power outlet with a lockable enclosure is essential in close proximity to where the monitoring/technical vehicles are parked.

#### **4. ACCOMMODATION STANDARDS**

The proposed building must provide for the following, as prescribed by the National Building Regulations:

- 4.1. Heating, Ventilation, Air-Conditioning (HVAC);
- 4.2. Natural Ventilation; ability to open windows;
- 4.3. Implementation of smoking by-laws;
- 4.4. Toilet & Shower Facilities;
- 4.5. Water Supply;
- 4.6. Electrical Supply;



- 4.7. Fire Risk management;
- 4.8. Emergency evacuations/exit;
- 4.9. Generator to power up entire office functionality during power failure or make provision for the installation of a generator for use on a daily basis, including weekends and public holidays;
- 4.10. Vertical Movements;
- 4.11. Carrying capacity of floors;
- 4.12. Acoustics and noise standards;
- 4.13. The building must be declared gun free;
- 4.14. Accessibility for persons with disabilities and goods deliveries;
- 4.15. CAD<sup>1</sup> drawings or equivalent of the existing premises;
- 4.16. Full compliance certification must be supplied upon final works completion at the landlord's cost;
- 4.17. Allow ICASA to put up signage in strategic spots within or around the building to make ICASA visible to the public;
- 4.18. Rental, operating, fit outs/installation and parking costs should be market related; and
- 4.19. The term of the lease should be 5 years.

### **Mandatory Requirements**

The service provider is required to submit the following information, at the service provider's cost:

The below-mentioned requirements must be met before a letter of award is issued and/or lease agreement concluded. Proof of information submitted, should be read in conjunction with Section 24 of this document;

- a. Valid zoning certificate(s);
- b. Valid electrical (building) approvals;
- c. CAD (building) drawings;
- d. Proof of valid insurance for the proposed building or letter of intent indicating that the building will be insured;

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<sup>1</sup> CAD drawings refers to computer-aided design of 3D or 2D building drawings, showing overhead views of building floor plans and outdoor landscapes



- e. The property offered should be able to provide a total lettable office area of a minimum of 500m<sup>2</sup> to a maximum of 600m<sup>2</sup>;
- f. The proposed building must have a minimum of 22 (Twenty-two) covered access-controlled parking bays (including 2 for persons with disabilities and 2.4m height for at least 2 technical vehicles);
- g. A Mechanical Engineer's assessment report on the condition of the air-conditioning installed in the building. The air-conditioning installation and units should at least have a remaining life expectancy of the lease term;
- h. It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted, along with all other information regarding Fire Compliance, as part of handover documents for this tender;
- i. Proof of installed lightning surge protection must be provided as part of building handover; and
- j. Proof of building occupancy certificate to be provided if the building is currently occupied by other tenants or ready for occupation.

## **5. IT INFRASTRUCTURE**

The building should have an IT infrastructure, allowing tenants to utilise data/voice with an open access fibre-optic network. The design of the required server room should be brick walled with optimal air-conditioning (minimum 24 000 BTU).

## **6. HEATING, VENTILATION AND AIR CONDITIONING**

The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned, with all maintenance, repairs and replacements undertaken by the landlord, in line with industry standards. The ambient temperature required will be 22 degrees Celsius (with a variance of 8 degrees Celsius up or 6 degrees Celsius down).

The air-conditioning system must:

- comply with all SANS and SABS codes and Health and Safety codes;
- be energy efficient (in terms of design and functionality) with heat capture;
- be of a low noise and low-vibration type;
- be serviced at intervals as per the manufacturer's recommendations and/or in line with government regulations, OHS Act (e.g. COVID-19 measures/protocols).



The make and model (description) of the aircons, year of installation and the type of filters installed should be provided.

## 7. ABLUTION FACILITIES

The proposed building must have modern, fully functional ablution facilities which are in good condition at beneficial occupation. ICASA will require the service provider to provide modern ablution facilities. The following norm shall be applied:

### Sanitary Fixtures for Buildings (SANS 10400-1990)

	Number of sanitary fixtures to be installed relative to the population				
For a population of up to:	Males			Females	
	WC <sup>2</sup>	Urinals	Washbasins	WC	Washbasins
15	1	1	1	2	1
30	1	2	2	3	2
60	2	3	3	5	3
90	3	5	4	7	4
120	3	6	5	9	5
	For a population in excess of 120 add 1 WC pan, 1 urinal & 1 wash basin for every 100 persons			For a population in excess of 120 add 1 WC pan for every 50 persons	For a population in excess of 120 add 1 washbasin for every 100 persons

ICASA may, under separate contract, install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygiene requirements, where the building is for sole use by ICASA. In the event that the ablution facilities are shared with other tenants, the service provider must provide for such hygiene equipment (e.g. modern, functional toilet roll holders, soap dispensers, paper dispensers, etc.) and must ensure all COVID-19 measures and protocols are in place. The plumbing

<sup>2</sup> WC: a water closet/bathroom





infrastructure of the building must have been installed in line with industry standards, using the correct pipe sizes, with none of the following issues present:

- Pipe/unknown leakages;
- Low water pressure;
- Frequent toilet blockages as a result of poor plumbing infrastructure; and
- Inadequate functional flow of water.

The water main valves must meet applicable plumbing requirements and/or standards.

Failure by the service provider/landlord to ensure that these requirements and/or standards are met, for the duration of the lease agreement, may result in ICASA:

- sourcing plumbing experts to check if these requirements and/or standards were met, and the cost thereof will be passed to the service provider/landlord; and
- terminating the lease agreement, as the building will not be compliant with building industry standards.

## **8. PERSONS WITH DISABILITIES**

The building and its facilities must accommodate persons with disabilities, which includes but not limited to access to the building (ramps), lifts, ablution facilities, etc. These facilities must be provided according to National Building Regulations, SANS 10400 and any other applicable legislation/regulations.

## **9. WATER SUPPLY**

The municipal water supply where applicable shall be metered separately for ICASA. ICASA requires a water pressure of at least 4 Bar, should 4 Bars not be available, ICASA requires the service provider to provide a water pressure pump, at the service provider's cost, to achieve the desired water pressure. The installation of water supply is to comply with all relevant regulations and by-laws.

ICASA require standby water tanks with a capacity of 5 000 litres or more, with fully automated booster pumps or equivalent, to provide continuous water supply to ICASA's premises, at the service provider's cost and must be in place before the lease commencement.



## **10. ELECTRICAL SUPPLY**

The power supply, where applicable shall be metered separately and power factor correction and Auto Voltage Regulation (AVR) equipment shall be installed at the service provider/landlords own cost. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply is to be provided to meet demand at peak times in excess of up to 20%<sup>3</sup> of normal use. It must be considered that all ICASA staff will be equipped with a computer or laptop.

The main electrical supply to the ICASA premises shall be governed with class one and class two lightning surge protectors. There must be primary continuous emergency power supply (i.e. generators at landlord's own cost). The proposed building must be configured and wired to provide continuous emergency power in the event of power outages. ICASA will not contribute to any upgrading / provisioning of additional power supply to the building/site.

## **11. POWER POINTS**

The electrical (or building) design must make provision for power points to be provided as per ICASA requirements with the following guidelines:

- Each person's workspace will be equipped with at least two power points;
- Each third person will have an additional power point;
- A boardroom must be fitted with sufficient power and data points (e.g. underneath boardroom table, for projector(s) and screens, for refreshment serving areas, etc.);
- A kitchen must be fitted with sufficient power points for a kettle, fridge, microwave, water cooler etc;
- A reception area must be fitted with sufficient power points (e.g. TV area, clients waiting areas, receptionist workstation, etc.);
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance tasks and shall be wired separately from the power supply to the main operational areas; and

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<sup>3</sup> The electricity distribution box (DB) installed at the proposed building must have sufficient capacity to cater for this requirement



- The minimum distance for the repetition of these power points should not be less than 15m.

## **12. LIGHTNING PROTECTION**

The building shall have sufficient lightning/surge protection, which must be inspected regularly to ensure that it is and remain in good working condition, in line with SANS 62305 – All Parts, at the service provider’s cost. Proof of installed lightning surge protection must be provided as part of building handover.

## **13. LIGHTING**

All interior lighting shall be designed and installed to conform to SABS 10114-1:2005 Edition 3 or latest approved standards. A professional lighting design engineer shall certify the design and installation at service provider’s own cost.

The lighting design shall take into consideration the type of work that will be performed which includes high security considerations, sorting, filing, data capturing and computer-based work areas and must meet occupational health and safety standards, in terms of office ergonomics. Each functional area and/or teams shall have independent control of lighting while emergency lights shall comply with National Building Regulations.

**ICASA prefers a building with automated light switching (occupancy sensors) as first stage energy saving requirement, for both interior and exterior (parking areas only, with emergency lighting staying on at all times) of the building.**

## **14. CABLE TRAYS**

Where applicable, cable trays under desks shall be 300 mm wide. All cable trays to be equal or similar to O-line grid span. Sufficient ducting from cable tray installation is to be provided. Such ducting will terminate in power skirting where applicable.



## **15. FIRE PROTECTION & RISK MANAGEMENT**

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire detection/system, including features which includes but not limited to the public address system, warning alarms, make and model. Provisioning, certification, continuous maintenance of the installations and equipment will be the responsibility of the service provider, for the duration of the lease period. Fire extinguishers will be serviced by the service provider/landlord at intervals stipulated on the fire extinguisher cannister.

## **16. VERTICAL MOVEMENTS**

### **16.1. STAIRS**

Non-slippery stairs and accompanying handrails/banisters must be installed in line with National Building Regulations. They should allow free and safe movement of ICASA staff and clients from one floor to another. They must have dimensions appropriate to its use, as prescribed by SANS 10400 and relevant applicable standards.

### **16.2. LIFTS, HOISTS & ESCALATORS**

If the building consists of more than one floor, it must have at least one (1) lift to be utilised as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at a given time. This must be in line with the rules contained in SANS 10400 4.44 to 4.47, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS).

The minimum clear entrance to the lift shall be of such dimension that it will be accessible for a wheelchair. The minimum recommended lift width and depth should respectively be 1000 mm and 1500 mm. If the building has a basement, the lift shall also serve that area.

All passenger lifts shall, preferably, be equipped with braille buttons and voice sensitizers, as required by national elevator codes and recommended for all elevator



applications. These features allow employees, visitors and clients access to crucial information in and outside of the elevator for safe use. This is in line with the EN81-70 standard and related standards, which define lift size, interior accessories and functionality. In addition, the lifts shall be connected to the control room of the service provider, for purposes of continuous communication in the event of lift stoppages. **Please provide COVID-19 measures and protocols in place on the use of lifts.**

**The breakdown time allowed per lift or hoist per month shall not exceed 6 hours on a monthly basis. The breakdown times shall be recorded, reported and agreed with ICASA before raising the rental invoice.** In the event of breakdowns exceeding the allowed breakdown time, ICASA shall be entitled to deduct a penalty equal to the monthly maintenance contract cost from the following month's rental payment.

**If the response time for passenger or goods entrapment exceeds one hundred and twenty (120) minutes, ICASA shall be entitled to deduct a penalty equal to 10% of the monthly maintenance contract cost from the following month's rental payment.**

### **16.3. CARRYING CAPACITY OF FLOORS**

The floors should allow a carrying capacity of at least 250kg/m<sup>2</sup> in normal office areas. The service provider, where applicable, shall issue a certificate, during the building handover, signed by an independent professional engineer (registered with Engineering Council of South Africa (ECSA) confirming the carrying capacity of such areas.

### **17. ACOUSTIC AND NOISE**

All outside noises shall be reduced to an acceptable level (between 40 – 60 Decibels) that allows people to perform their functions.

### **18. ACCESSIBILITY TO THE BUILDING**

The building shall accommodate persons with disabilities and comply with the relevant acts, regulations and municipal by-laws.



## **19. RATES**

### **19.1. RATES AND MAINTENANCE**

Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the **adjustment date at the Landlord's cost**. Rates shall also include but not limited to the maintenance of the exterior of the premises such as:

- 19.1.1. Roofs;
- 19.1.2. HVAC including cleaning the diffusers inside;
- 19.1.3. Lightning protection;
- 19.1.4. Plumbing;
- 19.1.5. Electrical supply, up to DB board;
- 19.1.6. Fire Protection & Detection;
- 19.1.7. Common area electrical reticulation;
- 19.1.8. Grounds and gardens;
- 19.1.9. Storm water and drainage;
- 19.1.10. Parking; and
- 19.1.11. Washing the external windows & facades.

For any roof leakages, ICASA reserves the right to:

- bill the service provider/landlord for any and all damages arising out of roof leakages;
- source roofing experts to assess the state of roof waterproofing, fix/repair identified leaks and bill the service provider/landlord for the costs incurred; and
- terminate the lease agreement;

### **19.2. ADJUSTMENTS**

Unless otherwise indicated, the annual escalation of the rental and operating charges shall not exceed the average escalation rates for similar properties in the relevant area, as indicated in the most recent Rode's Report on the SA Property Market, which is published quarterly. The escalations must be CPI-related.



### **19.3. VARIATIONS**

The proposal must indicate all variations to the escalation rate(s), resulting from annual increases and a complete list of Allowances must be provided to ICASA.

### **19.4. TENANT INSTALLATION ALLOWANCE**

The bidder is expected to provide ICASA with a tenant installation allowance, which is standard practice in the commercial property industry (office rentals). For example, some landlord may provide one month's rent for every one year of office rental as tenant installation allowance – please specify the tenant installation allowance to be provided to ICASA, and how it was determined/arrived at. As a minimum, ICASA's requirements for tenant installation allowance is one-month rental for each year of lease.

## **20. INFORMATION REQUIRED**

### **20.1. PROPERTY INFORMATION**

- 20.1.1. Property street address and stand number, as specified in zoning documents;
- 20.1.2. Landlord (lessor) name, address, city, postal code, telephone and fax numbers;
- 20.1.3. Leasing agent, representative and telephone and fax numbers;
- 20.1.4. Details of all partners to this offer;
- 20.1.5. Detail of proposed rental options, indicating the 5 years lease period; and
- 20.1.6. The tenant installation allowance provided by the service provider.

### **20.2. BUILDING AND LAYOUT DRAWINGS**

The service provider shall provide all detailed building and layout drawings that includes all areas required for the building to be functional including the usable space listed. (Usable space in terms of South African Property Owners Association (SAPOA)).

The building and layout drawings shall also indicate major vertical penetrations, column spacing and sizes, and any other building elements that may impact on the configuration of workstation and surfaces. The drawings shall be provided as hard



copies and/or in a CAD format together with your response to this bid.

The service provider shall also provide ICASA with as is building and layout drawings once the premises have been finalised and agreed upon, according to ICASA's requirements, as well as furniture layout drawings once the seating arrangements have been finalised and any other building related plans (e.g. electrical, plumbing, air-conditioning etc.) at the service provider/landlord's cost.

### **20.3. BUILDING AREAS**

The service provider shall measure the building space as defined by the South African Property Owners Association Method for measuring floor areas in commercial and industrial buildings, at its own cost. The Gross Building Area (GBA), Rentable and Usable areas must be tabulated, split per floor and certified by a suitably qualified independent professional and ICASA shall have the right to audit the calculations. The certificate shall be on the professional's letterhead and shall include the Usable/Rentable ratio and Gross Building Area.

### **20.4. BUILDING RUBBLE**

Any building rubble resulting from the office fitouts, installations, demolition and building works/refurbishments must be cleared. The premises must be kept clean by the contractor during the fit-outs and installations, maintenance and/or renovations/refurbishments.

### **20.5. PROPERTY AREA**

The service provider shall provide the stand numbers with size/s.

### **20.6. PROPERTY/BUILDING INSURANCE**

The service provider shall provide proof of valid insurance for the proposed building or letter of intent to provide insurance. On awarding of the bid, the service provider will be expected to provide valid proof of insurance for the proposed building.





**20.7. MANUFACTURERS’ SPECIFICATIONS**

All materials & equipment will be installed to manufacturer’s specifications and relevant SABS & Building regulations specifications.

**21. STANDARD SPECIFICATIONS**

**21.1. SABS SPECIFICATIONS**

The building shall comply with all laws, construction service standards, building regulations, which includes, but is not limited to:

- 21.1.1. Occupational Health and Safety Act 1993 (Act 85 of 1993);
- 21.1.2. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";
- 21.1.3. Code of practice – Interior Lighting SABS 0114:1996 - Part I;
- 21.1.4. The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400)
- 21.1.5. The Municipal by-laws and any special requirements of the local supply authority;
- 21.1.6. SANS 10400: Part T Fire Protection; and
- 21.1.7. Building compliance certificates.

**22. REFERENCES & EXPERIENCE**

<b>Client’s name</b>	<b>Lease/Contract Period (start &amp; end dates)</b>	<b>Name, title &amp; telephone/contact details of client</b>
Experience: service provider has more than 5 years in managing lease agreements, refurbishments, renovations and general construction	Number of years managing leases: _____ Number of years managing office refurbishments: _____	Number of years managing renovations: _____ Number of years managing office general construction: _____

**23. EVALUATION CRITERIA**

The following criteria and weightings will be applicable to the evaluation of the Bid received:

<b>FUNCTIONALITY EVALUATION</b>		<b>WEIGHTS</b>
<b>1. Building availability</b> (i.e. physical address & building available for beneficial occupation on 01 March 2022 or earlier, and lease commencement on 01 June 2022) The location for the office is Nelson Mandela Metropolitan Municipality (Port Elizabeth/Gqeberha)		25
1	Available for proposed lease commencement date Available for proposed beneficial occupation date Landlord offering more than five (5) months tenant allowance	= 5
2	Available for proposed lease commencement date Available for proposed beneficial occupation date Landlord offering five (5 ) months tenant allowance	= 3
3	Building meets none the above listed requirements	= 1
<b>2. Parking</b>		20
1	22 Exclusively allocated onsite basement or undercover (not carport) parking bays. Included in the 22 Bays are: 2 Lockable bays with a 2.4m Height clearance Access to office/lift for people with disability CCTV cameras for covering all parking bays allocated Access to lockable AC power outlet within the allocated parking area	= 5
2	22 Exclusively allocated carport parking bays. Included in the 22 Bays are: 2 Lockable bays with a 2.4m Height clearance Access to office/lift for people with disability	= 3
3	22 open parking bays	= 1
<b>3. References &amp; experience</b> Bidder to submit formal and valid reference letters on their company letterhead, contactable references in the corporate environment provided):		5



1	Minimum 5 references provided in corporate environment with 5 years or more in managing leases	= 5	
2	Minimum 4 references provided in corporate environment with 5 years in managing leases	= 4	
3	Minimum 3 references provided in corporate environment with 5 years in managing leases	= 3	
4	Minimum 2 references provided in corporate environment with 5 years in managing leases	= 2	
5	Minimum of 1 reference provided in corporate environment with 5 year in managing leases	= 1	
<b>Total:</b>			50

SITE INSPECTION			WEIGHTS
<b>4. Building assessment + OHS</b> i.e. the building's access for persons with disabilities, emergency exits, OHS compliance, including OHS signage, interior & exterior of the building finishes, air-conditioning with timers, lighting, floor, wall & ceiling coverings, bathrooms, kitchens, lifts & any other facilities, fixtures & fittings)			25
1	Building has: Ablution facilities for <b>ICASA's sole use</b> ; Sufficient access for persons with disabilities; Sufficient emergency exits & complies with OHS building requirements; <b>New, modern</b> interior and exterior quality finishes, kitchens, bathrooms; <b>New, modern</b> lift(s) and aircons in good working condition;	= 5	
2	Building has: Ablution facilities <b>shared with other tenants (COVID-19 compliant)</b> ; Sufficient access for persons with disabilities; Sufficient emergency exits & complies with OHS building requirements; <b>Refurbished /Reasonable/acceptable</b> interior and exterior quality finishes, kitchens, bathrooms, <b>Refurbished /Reasonable/acceptable</b> lift(s) and aircons in good working condition;	= 3	
3	Building does not meet any of the requirements listed above	= 1	
<b>5. Building design, layout &amp; suitability</b> (i.e. features, make & model of fire detection, stand-alone/2 buildings, provision for generators, natural ventilation (open windows), energy efficiency such as automated light switching (occupancy sensors), hazardous environment			25



1	<p>Building has:</p> <p>Existing generator to power up entire office functionality during power failure;</p> <p>Existing server room (encased in brick walls);</p> <p>Energy efficiency features, e.g. motion sensor lighting, natural light allowance, low lux globes and other efficiencies in energy savings;</p> <p>Zero to minimal structural defects, with <b>low</b> exposure in surrounding areas, such as flooding, /hail/hazardous environment;</p> <p>Existing and functional fire detection system</p>	= 5	
2	<p>Building has</p> <p>Existing infrastructure allows for generator installation;</p> <p>Zero to minimal structural defects, with <b>medium</b> exposure in surrounding areas, such as flooding/hail/hazardous environment;</p> <p>Existing infrastructure allows for fire detection installation</p>	= 3	
3	<p>Building does not meet any of the requirements listed above</p>	= 1	
<p><b>Grand Total: 100</b></p> <p><b>Minimum cut-off point: 70</b></p>			50



## 24. COMPLIANCE

The following criteria shall be considered during adjudication of the Bid responses:

### 24.1. PRE-QUALIFICATION

#### PRE-QUALIFICATION/MANDATORY

Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
24.1.1.	Proposed building must be a grade A,B & P building in the Nelson Mandela Metropolitan Municipal Area in a Corporate environment area	Attach grading certificate and proof of the building location			
24.1.2.	Zoning certificates and proof of attached as part of supporting documents (valid &, approved by relevant Municipality)	Attach zoning certificate			
24.1.3.	Building electrical approvals attached as part of supporting documents (valid & approved by relevant Municipality)	Electrical certificate (COC)			
24.1.4.	CAD drawings attached as part of	Attach CAD drawings			



	supporting documents				
24.1.5.	Proof of valid insurance for the proposed building or letter of intent to provide insurance. <b>On awarding of the Bid, the service provider will be expected to provide valid proof of insurance for the proposed building attached as part of supporting documents</b>	Attach building insurance/letter of intent			
24.1.6.	Certificate of occupancy approvals attached as part of supporting documents (valid & approved by relevant Municipality)	Attach certificate of occupancy			
24.1.7.	Natural ventilation (through doors and windows that can be opened)	Attach image of the building (opening doors and windows)			
24.1.8.	Property size offered a minimum of 500m <sup>2</sup> to a maximum of 600m <sup>2</sup> office space	Attach proof			
24.1.9.	The proposed building must have minimum of 22 covered parking bays (including 2 for persons with disabilities and 2.4m height for	Attach proof			



	technical vehicles)				
24.1.10.	A Mechanical Engineer's assessment report on the condition of the air- conditioning installed in the building.	Attach report			
24.1.11.	It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted, along with all other information regarding Fire Compliance, as part of handover documents for this tender	Attach report			
24.1.12.	The bidder needs to provide evidence of installed lightning surge protection.	Attach report			

## 24.2. SITE INSPECTIONS:

Site inspections for the proposed building(s) will be conducted to verify the following:

24.2.1. Building assessment & OHS compliance; and

24.2.2. Building design, layout & suitability.

Item	Description	Please indicate or describe	Comply	Not Comply	Comments
24.2.1.	Provided comprehensive details on				



	the building's access for persons with disabilities, emergency exits, OHS compliance, including signage, interior & exterior of the building finishes, air-conditioning with timers, lighting, floor, wall & ceiling coverings, bathrooms, kitchens, lifts & any other facilities, fixtures & fittings)				
24.2.2.	Provided comprehensive details on the building design, layout, suitability, features, make & model of fire detection, provision for generator and standby water tanks, with fully automated booster pumps or equivalent and energy efficiency lightning such as automated light switching (occupancy sensors)				

### 24.3. ADDITIONAL INFORMATION

Item	Description	Please indicate or describe	Comply	Not Comply	Comments
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24.3.1.	Is the lease flexible to accommodate period, expansion, extension, termination and first right of refusal?				
24.3.2.	Air conditioning system remains the responsibility of the service provider (i.e. maintenance, repairs, replacement)				
24.3.4.	Is the building compliant to the national building requirements, Occupational Health & Safety and all other legislative/building requirements?				
24.3.5.	Service provider/leasing agent, representative & and all/any partners to this offer (e.g. signed agreements/joint ventures, mandate letter)				
24.3.6.	Experience: service provider has more than 5 years in managing lease agreements.				

## **25. BUILDING HANDOVER DOCUMENTS/INFORMATION: FINAL STAGE**

For purposes of this Bid, building handover refers to the building being handed over to ICASA prior to lease commencement date of 01 June 2022. The following documents/information must accompany the building handover process:

- 25.1.1. Certificate of occupancy;
- 25.1.2. Installation of lightning surge protection by a reputable service provider;
- 25.1.3. ASIB report & accompanying documents, regarding fire compliance;
- 25.1.4. Building layout drawings (hard copies & CAD format);
- 25.1.5. Lifts certification by a reputable service provider (proof);
- 25.1.6. Certificate/letter confirming carrying capacity of at least 250kg per square metre;
- 25.1.7. Certificate/letter confirming usable, rentable ratio & gross building area; and
- 25.1.8. Lighting design certification, with occupancy sensors.

## **26. PRICING STRUCTURE**

The final Bid price/sum deemed to be fully inclusive (VAT and installation on site). The bid price inserted hereunder is deemed to be a fully inclusive price for the finished work described and is deemed to include *inter alia*:

- Supply of materials;
- Labour costs of everything described including cost incurred in working overtime, weekends, public holidays, etc. to meet stipulated programme dates;
- Temporary works necessary for the due proper performance of the Contract Works;
- Overheads & Profits; and
- All obligations arising out of the Schedule of Works and all costs and charges deemed necessary for complying with the Terms and Conditions herein.

### **Financials and price structure**

Having read through and examined the bid document, we offer to render these services for the following amount:

- C1. Please indicate your total bid price, which include rentals & all related costs here: R..... (Compulsory, including VAT)
- C2. Please specify if there's any rental deposit to be paid: R..... (VAT incl.)



C3. Please specify your tenant installation allowances, based on indicated square metres: R..... (Including VAT)

C4. Important: all the consortium or joint venture partners may be requested to submit a complete set of the latest audited financial statements.

C5 **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule.**

C6. NB: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

C7. Are the rates quoted firm for the full period of the contract? 

YES	NO
-----	----

C8 **Mandatory: If not firm for the full period, adjustments must be linked to CPI.**

C9

No price adjustments that are 100% linked to the exchange rate variations will be allowed.	Comply	Not Comply
Substantiate / Comments		

C10

All additional costs must be clearly specified.	Comply	Not Comply
Substantiate / Comments		

**PRICE SCHEDULE: YEAR 1, YEAR 2, YEAR 3, YEAR 4 AND YEAR 5**

Lease/Rental Costs (including disbursements and annual escalations)

<b>Description</b>	<b>Year 1 Cost (Incl. VAT) (12 months)</b>	<b>Year 2 Cost (Incl. VAT) (12 months)</b>	<b>Year 3 Cost (Incl. VAT) (12 months)</b>	<b>Year 4 Cost (Incl. VAT) (12 months)</b>	<b>Year 5 Cost (Incl. VAT) (12 months)</b>
Upfront Deposit (once off, if required)					
Rand per m <sup>2</sup>					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Operating costs per month:					
Parking rent per month:					
<b>Please specify any other additional costs</b>					
<b>Total Cost Incl. VAT</b>					
<b>GRAND TOTAL COST:</b>					

Note: the upfront deposit if required will only be applicable in the first year of this contract.

## SERVICE PROVIDER'S CONFIRMATION

The service provider confirms that this price covers all activities associated with the project management and consulting service, as called for in the bid document. The service provider confirms that ICASA will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the ICASA.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

ICASA reserves the right to:

- amend the scope and duration of the contract after evaluation;
- cancel this tender or any part thereof at any time;
- modify this tender or any part thereof at any time;
- accept any tender in part or full at its own discretion;
- negotiate a lease contract with the recommended service provider/s with the purpose to conclude a contract;
- choose not to pursue any of the tender proposals received and either issue a new Bid enquiry or not at all;

<b>SIGNED</b>		<b>DATE</b>	
<u>Print name of signatory</u>			
<u>Designation</u>			

<b>FOR AND ON BEHALF OF:</b>	<u>COMPANY</u>	
	<u>Tel No</u>	
	<u>Cell No</u>	



**SERVICE PROVIDER 'S CONSENT FORM FOR INSTALLATION OF WIRELESS EQUIPMENT**

To be completed by the service provider for the installation of wiring/cabling for wireless equipment

I/We,

\_\_\_\_\_

ID No/Company Registration No:

\_\_\_\_\_

In my/our capacity as the registered owner/s, duly authorized representative/s of the registered owner/s of the property known as:

\_\_\_\_\_

\_\_\_\_\_

hereby grant/s the tenant, known as:

\_\_\_\_\_

permission to install wireless equipment and antennas on the premises and for future usage of the installed equipment for the telecommunication/communication purposes. The Landowner/Customer acknowledges that ownership of the wireless equipment will always remain vested in the Tenant and/or its associated companies. The Landowner/Customer consents not to attach such wireless equipment and relinquishes its right to the "service provider Hypothec".

All equipment has been approved by the Independent Communications Authority of South Africa (ICASA).

service provider Signature \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day

of \_\_\_\_\_ 202\_\_ (year)

**SERVICE PROVIDER'S CONTACT DETAILS:**

Full Name: \_\_\_\_\_

Contact Details:

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Building Name: \_\_\_\_\_

Physical Address:

\_\_\_\_\_  
\_\_\_\_\_



Below is an example of the positioning of an antenna on the roof of the premises and the cabling/wiring route:

**LOS Picture**



**Mounting Position (Picture 1)**

