



Independent Communications Authority of South Africa

Pinmill Farm, 164 Katherine Street, Sandton

Private Bag X10002, Sandton, 2146

**INVITATION TO TENDER FOR THE LEASING OF AN OFFICE BUILDING FOR
ICASA'S HEAD OFFICE, FOR A PERIOD UP TO NINE (9) YEARS AND ELEVEN
(11) MONTHS**

LEASING OF AN OFFICE BUILDING FOR ICASA'S HEAD OFFICE, FOR A PERIOD UP TO NINE (9) YEARS AND ELEVEN (11) MONTHS

The Independent Communications Authority of South Africa (ICASA) invites suitably qualified bidders to submit proposals for the leasing of an office building for ICASA's Head Office. The lease agreement, in an A grade building, will be for a period of nine (9) years and eleven (11) months, starting from 1 November 2018. The preferred location is Gauteng. **The preferred Location is Centurion, followed by Midrand,** and other areas such as Sandton, Woodmead, Rivonia and Rosebank will be considered as alternative options. ICASA will at their discretion select the best possible cost effective and practical location, specifically any of the following areas Centurion, Midrand, Sandton, Rivonia and Rosebank.

TENDER 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 (e.g. road and rail public transport).
- 1.2. Be located in close proximity to government departments and/or entities, retail shops, restaurants, banking facilities, public parking facilities, schools/day-care, gym facilities and other commercial nodes.
- 1.3. Either comprise one (1) stand-alone building or two (2) adjacent buildings to house all the requirements for a single tenant (i.e. ICASA).
- 1.4. Include a ground floor.

It should be noted that ICASA's current premises are located at 164 Katherine Street, Pinmill Farm Office Block, Sandton. The prospective bidders are advised to make reference to Annexure A which sets out ICASA's current staff complement and office/facilities requirements.

Prospective bidders are invited to provide comprehensive information on an existing building that can be refurbished to suit ICASA's requirements. The proposed building must be ready for occupation on 1 November 2018, after ICASA's fit-outs and installations.

Prospective bidders must be prepared to provide a complete office accommodation solution, including fit-out of the premises (turnkey solution) as per ICASA's specific requirements (designs & specifications). ICASA reserves the right to appoint a third party at our own discretion to provide tenant installations/refurbishments.

Prospective bidders must indicate the time frame required to refurbish the building with beneficial occupation date as well indicative rentals.

The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level.

The proposed building must have appropriate security features such as physical guarding, perimeter fencing, physical and electronic access control, CCTV coverage of the building, perimeter fencing and any surrounding areas within the premises. Provide full details of such security features (e.g. make & model where applicable). Substitute/sub-standard materials and finishes may not be used to price this bid. The overall aspects of the proposed building will be assessed with the physical evaluation of the premises. This physical evaluation is an integral part of the bid process.

Maintenance on the exterior of the building remains the responsibility of the bidder. The potential bidder may enter into a maintenance contract with ICASA for the maintenance and repair on the interior of the building (e.g. electrical, plumbing, faulty lighting, carpentry, handyman services etc., including supply and installation), as well as installed equipment (e.g. fire detection system, fire extinguishers, lightning/surge protection etc.) on an "as and when required" basis, at prevailing market rates.

Prospective bidders 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 on 1 July 2018**, allowing for ICASA's fit-outs and installations, for a period of approximately four (4) months. The **lease commencement date is 01 November 2018**.
- 2.2. **For purposes of this bid, beneficial occupation means a rent-free period provided by the landlord, in order to give ICASA time to do fit outs and installations and ready the premises before moving in.**

3. ACCOMMODATION NORMS

3.1 PROPERTY

3.1.1. Type of Premises: - The premises should be:

- 3.1.1.1. Green ready or green certified**, well secured, with up-to-date security facilities/technology;
- 3.1.1.2.** Suitable for typical office accommodation, as well as housing of technical monitoring equipment; and
- 3.1.1.3.** Suitable for parking of technical and normal ICASA vehicles.

3.1.2. Broadband Infrastructure: - The building must have access to high speed broadband, preferably optic fibre.

3.1.3. Property/Building: - The property offered should be able to provide a total lettable area of approximately **9 320m² to 11 462m²** of office space for lease purposes, preferably closer to the ground floor as net usable area. The property/building must be scalable in order 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's (SAPOA) method for measuring floor areas in commercial buildings.

3.1.4. Space Planner & Interior Designer/Decorator: - The bidder may be requested to avail a space planner and interior designer/decorator to assist ICASA with office layout planning and execution.

3.1.5. Mast & Aerial Antennas: - The office location should be suitable for the possible erection of a radio mast and/or aerial antennas for monitoring purposes (as described and required by ICASA), taking into account the approval required in terms of environmental, municipal and civil aviation regulations.

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; and any other relevant legislation/regulations as applicable.

The building design should address lighting, 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 bidders may be requested to make presentations to ICASA on the proposed building.**

3.2.1. PARKING

A minimum of 400 covered parking bays (including 7 for persons with disabilities) must be made available for exclusive use of official vehicles, staff and visitors at the premises. The parking bays provided shall be made available to ICASA on a 24-hour basis, daily, in a safe and secure environment.

Please note that ICASA has technical vehicles, with a minimum of ten (10) vehicles which require access height of 2.4m high or custom-built and lockable steel cage, with lockable roller doors to accommodate all of ICASA's monitoring vehicles (if lockable basement is not being offered).

4. ACCOMMODATION STANDARDS

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

- 4.1. (HVAC) Heating, Ventilation and Air-Conditioning;
- 4.2. Implementation of smoking by-laws;
- 4.3. Toilet Facilities;
- 4.4. Water Supply;
- 4.5. Electrical Supply;
- 4.6. Fire Risk management;
- 4.7. Emergency evacuations;
- 4.8. Standby power supply;
- 4.9. Vertical Movements;
- 4.10. Carrying capacity of floors;
- 4.11. Acoustics and noise standards;
- 4.12. Security;
- 4.13. The building must be declared gun-free;
- 4.14. Accessibility to the building (including for people with disabilities and adherence to OHS standards);
- 4.15. Parking facilities;
- 4.16. Accessibility for deliveries;
- 4.17. CAD¹ drawings or equivalent of the existing premise;
- 4.18. Full compliance certification must be supplied upon final works completion;
- 4.19. Allow ICASA to put up signage in strategic spots within or around building to make ICASA visible to the public;
- 4.20. Rental, operating and parking costs should be market related; and
- 4.21. The term of the lease should be 9 years and 11 months with an option for first right of refusal to renew.

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

Mandatory documents

- a. Zoning certificates;
- b. Electrical approvals;
- c. CAD (building) drawings; and
- d. Proof of valid insurance for the proposed building.

Please note that the above-mentioned information is a pre-qualification for this tender (MANDATORY). Failure to submit these documents/information will result in the bidder being disqualified during the pre-screening process.

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

5. IT INFRASTRUCTURE

The building should have an IT infrastructure, allowing tenants to utilise data/voice with an open access fibre-optic network.

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 bidder. The ambient temperature required will be 22 degrees Celsius (with a variance of 8 degrees Celsius up or 6 degrees Celsius down). A Mechanical Engineer’s assessment report on the condition of the air-conditioning installed in the building may be requested at the bidder’s cost. The air-conditioning installation / units should at least have a remaining life expectancy of the lease term.

In this regard, provisioning must be made for the air-conditioning system to:

- be connected to a programmable HVAC building management system (BMS);
- be on a timer for different building zones;
- comply with all SANS and SABS codes and Health and Safety codes;
- be energy efficient (in terms of design and functionality) with heat capture; and
- be of a low noise and low-vibration type.

7. ABLUTION FACILITIES

The bidder shall hand over modern, fully functional ablution facilities which are in good condition at beneficial occupation. ICASA will require the bidder to provide modern, hygiene equipment in instances where ablution facilities are shared with other tenants. The following norm shall be applied:

Sanitary Fixtures for Buildings (SANS 10400-1990)

| For a population of up to: | Number of sanitary fixtures to be installed relative to the population | | | | |
|----------------------------|--|---------|------------|---------|------------|
| | Males | | | Females | |
| | WC ² | 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 |

² WC: a water closet/bathroom

| | | | | | |
|-----|---|---|---|---|---|
| 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 a 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.

8. PERSONS WITH DISABILITIES

Toilet facilities for persons with disabilities (Clients and Staff) have to be provided according to National Building Regulations, SANS 10400.

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 bidder to provide water equipment(s) at own cost to achieve the desired water pressure.

ICASA will require standby water tanks with a capacity of 20 000 or more litres, with fully automated booster pumps or equivalent, to provide continuous water supply to ICASA’s premises, at the bidder’s cost.

10. ELECTRICAL SUPPLY

The power supply where applicable shall be metered separately and power factor correction and Auto Vault Regulation (AVR) equipment shall be installed. 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%³ of normal use. It must be taken into account that all ICASA staff will be equipped with a computer or laptop.

All main electrical supply shall be governed with class one and class two lightning surge protectors. There must be primary continuous emergency power supply (i.e. generators). ICASA has its own generators (x2) which it may relocate with to new premises (i.e. 1 x SDMO **275 KVA** generator & 1x **600KVA** SB generator set, H9457:

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

PERKINS 2800 SERIES, SS7227-528.46HRS). The proposed building must be configured and wired to power these generators in case of power outages. The building must have sufficient area/space to house these generators. ICASA will not contribute to any upgrading / provisioning of additional power supply to the building / site.

11. UPS REQUIREMENTS

ICASA requires all electrical feeds to be linked to full UPS power to ensure that there is no down time on any electrical equipment during power outages.

ICASA may request the bidder or the bidder's designated Electrical Engineer to design, cost and locate the UPS as well as the UPS room, with maximum peak KW/h load to meet the requirements that all ICASA's equipment will place on or require from the UPS. The design of the UPS is expected to carry the full load required to maintain ICASA's operations in full, from when Eskom power is interrupted until the generators start and up to a maximum of 10 minutes after the generators have started.

12. 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 will be equipped with one single normal power point and two red dedicated power points.
- Each third person will have an additional white power point.
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance task and shall be wired separately from the power supply to the main operational areas.
- The minimum distance for the repetition of these power points should not be less than 15m.
- Building's power must have the capacity to connect 2 x generators.

13. 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 bidder's cost. Proof of installed lightning surge protection must be provided as part of building handover.

14. 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 bidder'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. Each functional area and/or teams shall have independent control of lighting while emergency lights shall comply with National Building Regulations.

The provision of automated light switching (occupancy sensors) as first stage energy saving is a requirement for this tender, for both interior and exterior of the building. Proof of such must be provided during the building handover.

15. 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.

16. 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. **It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report⁴ be submitted, along with all other information regarding Fire Compliance, as part of handover documents for this tender.** Provisioning, certification, continuous maintenance of the installations and equipment will be the responsibility of the bidder, for the duration of the lease period.

⁴ ASIB report refers to an independent and unbiased inspection report for sprinkler protection and fixed fire protection systems maintenance service. The report ensures that all equipment has been designed and installed in accordance with the minimum accepted requirements of internationally recognised standards and criteria and are maintained and inspected according to this.

17. VERTICAL MOVEMENTS

17.1. 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 or latest amendments and must be applied in conjunction with several other standards.

17.2. LIFTS, HOISTS & ESCALATORS

Taking into account 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), it is required that the building offered, if consisting of more than one floor, shall be provided with 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. 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 be equipped with voice sensitizers and braille buttons, 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, 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.

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 sixty (60) 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.

17.3. CARRYING CAPACITY OF FLOORS

The floors should allow a carrying capacity of at least 250kg/m² in normal office areas. The bidder 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.

18. ACOUSTIC AND NOISE

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

19. SECURITY SERVICES

The proposal should include the bidder's contribution to the physical security requirements of the proposed building, in terms of Minimum Physical Security Standards. The supply of security installations, inside the building and basement parking, will be the sole responsibility of ICASA.

20. ACCESSIBILITY TO THE BUILDING

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

21. RATES

21.1. 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**. Rates shall also include but not limited to the maintenance of the exterior of the premises such as:

- 21.1.1. Roofs;
- 21.1.2. HVAC including cleaning the diffusers inside;
- 21.1.3. Lightning protection;
- 21.1.4. Plumbing;

- 21.1.5. Electrical supply, up to DB board;
- 21.1.6. Fire Protection & Detection;
- 21.1.7. Common area electrical reticulation;
- 21.1.8. Grounds and gardens;
- 21.1.9. Storm water and drainage;
- 21.1.10. Parking; and
- 21.1.11. Washing the external windows & facades.

ICASA will be responsible for, subject to the above listed items, the cleaning of the interior of ICASA premises.

21.2. 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 similar area, as indicated in the most recent Rode's Report on the SA Property Market, which is published quarterly. The escalations must be market-related.

21.3. VARIATIONS

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

22. INFORMATION REQUIRED

22.1. PROPERTY INFORMATION

- 22.1.1. Property street address and stand number, as specified in zoning documents;
- 22.1.2. Landlord (lessor) name, address, city, postal code, telephone and fax numbers;
- 22.1.3. Leasing agent, representative and telephone and fax numbers;
- 22.1.4. Details of all partners to this offer;
- 22.1.5. Detail of proposed rental options, indicating the sixty (60) months with an option to renew for an additional sixty (60) months; and
- 22.1.6. The tenant installation allowance provided by the bidder.

22.2. LAYOUT DRAWINGS

The bidder shall provide a detailed layout drawing 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 layout drawing 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 layout drawing shall be provided as hard copies and in a CAD format together with your response to this bid.

The bidder shall also provide ICASA with 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.

22.3. BUILDING AREAS

The bidder 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.

22.4. BUILDING RUBBLE

Any building rubble resulting from the demolition and building works/refurbishments must be cleared and such materials may not be the cause of inference to the office. The premises must be kept clean by the contractor during the fit-outs and installations, maintenance and/or renovations/refurbishments.

22.5. PROPERTY AREA

The bidder shall provide the stand numbers with size/s.

22.6. PROPERTY/BUILDING INSURANCE

The bidder shall provide all necessary and valid building insurance information, as part of pre-qualification documents for this tender.

22.7. MANUFACTURERS' SPECIFICATIONS

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

22.8. AVAILABILITY

Confirmation of when beneficial occupation will take place.

23. STANDARD SPECIFICATIONS

23.1. SABS SPECIFICATIONS

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

23.1.1. Occupational Health and Safety Act 1993 (Act 85 of 1993);

23.1.2. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

23.1.3. Code of practice – Interior Lighting SABS 0114:1996 - Part I;

23.1.4. The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400);

23.1.5. The Municipal by-laws and any special requirements of the local supply authority;

23.1.6. The local fire regulations; and

23.1.7. Building compliance certificates.

24. REFERENCES & EXPERIENCE (Minimum 3 current)

| Client's name | Lease/Contract Period (start & end dates) | Name, title & telephone/contact details of client |
|---|---|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| Experience: bidder 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: _____ |

25. EVALUATION CRITERIA

The following evaluation approach will be applied:

- Phase 1 will be the pre- qualification and screening of mandatory documents as per par 26 below as well as the required standard bid documents, ensuring compliance thereof.
- Phase 2 and 3 will be the evaluation of the below functionality criteria as well as the site inspection on a scoring factor.
- Phase 4 will be based on Price and B-BBEE in terms of the 90/10 preference points system as required by the Preferential Procurement Regulations, 2017.

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

| FUNCTIONALITY EVALUATION (STAGE 2) | WEIGHTS | SITE INSPECTION (STAGE 3) | WEIGHTS |
|--|----------------|--|----------------|
| <p>Location and building availability</p> <p>(i.e. physical address, name of the building & building available for beneficial occupation on 01 July 2018 and lease commencement on 01 November 2018).</p> | 10 | <p>Proximity</p> <p>(i.e. to other government departments and/or entities, retail shops, restaurants, banking facilities, public transport, public parking, schools/day-care, gym and other commercial nodes).</p> | 15 |
| <p>Proposed building size, grade & infrastructure</p> <p>(i.e. a minimum of 9 320 square metres to a maximum of 11 462 square metres is offered, comprehensive details on the features, age, grade & facilities of the proposed building).</p> | 10 | <p>Building assessment + OHS</p> <p>(i.e. the building's access for people 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).</p> | 10 |
| <p>Suitable Parking</p> <p>(i.e. proposed building has a minimum of 400 covered parking bays (including 7 for people with disabilities), with a minimum of ten (10) technical vehicles requiring access height of 2.4m (refer to paragraph 3.2.1 on page 5)</p> | 10 | <p>Security & surrounding areas</p> <p>(i.e. the security of the building and surrounding areas, which includes but not limited to physical guarding services, features, make and model of electronic security systems, perimeter fencing and any other security features.</p> | 10 |

| FUNCTIONALITY EVALUATION (STAGE 2) | WEIGHTS | SITE INSPECTION (STAGE 3) | WEIGHTS |
|---|-----------|--|-----------|
| <p>References & experience (Provide the reference letters from at least three (3) contactable existing/recent clients (within past 3 years) which are of a similar or greater size to ICASA whom we may contact for references as well as number of years (experience) in this business. The letter must include: company name, contact name, address, phone number, and duration of contract, value of the contract, a brief description of the services that you provided and the level of satisfaction).</p> | 5 | <p>Visibility & accessibility (i.e. unimpeded access/entrance for the public, specify distance(s) from proposed building to public transport facilities (taxis, buses, trains), access to highway/national roads & allowing ICASA to put signage in strategic spots around the building, location clearly visible from traffic routes, allowing easy access/entrance for ICASA, employees and delivery vehicles.</p> | 10 |
| None | | <p>Building design, layout & suitability (i.e. features, make & model of fire detection, stand-alone/2 buildings, provision for generators, standby water tanks with capacity of 20 000 or more litres, with fully automated booster pumps or equivalent, energy efficiency such as automated light switching (occupancy sensors).</p> | 20 |
| Total: | 35 | Total: | 65 |
| Grand Total: 100 Minimum cut-off point: 70 | | | |

26. COMPLIANCE

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

26.1. MANDATORY DOCUMENTS: STAGE 1

The following/documents to be handed over:

26.1.1. Zoning certificates;

26.1.2. Electrical approvals;

26.1.3. CAD (building) drawings; and

26.1.4. Proof of valid insurance for the proposed building.

MANDATORY

| Item | Description | Please indicate or describe | Comply | Not Comply | Comments |
|---------|--|-----------------------------|--------|------------|----------|
| 26.1.1. | Zoning certificates attached as part of supporting documents (valid & approved by relevant Municipality). | | | | |
| 26.1.2. | Building electrical approvals attached as part of supporting documents (valid & approved by relevant Municipality). | | | | |
| 26.1.3. | CAD drawings attached as part of supporting documents. | | | | |
| 26.1.4. | Proof of valid insurance for the proposed building attached as part of supporting documents valid & approved by relevant insurer). | | | | |

| Item | Description | Please indicate or describe | Comply | Not Comply | Comments |
|-------------|--|-----------------------------|--------|------------|----------|
| 26.2 | FUNCTIONALITY CRITERIA | | | | |
| 26.2.1. | Location of the proposed building (physical address, name of the building) & building available for beneficial occupation on 01 July 2018 and lease commencement on 01 November 2018. | | | | |
| 26.2.2. | Square meters: a minimum of 9 320 square metres to a maximum of 11 462 square metres is offered, comprehensive details on the features, age, grade & facilities of the proposed building. | | | | |
| 26.2.3. | Proposed building has a minimum of 400 covered parking bays (including 7 for persons with disabilities), with a minimum of ten (10) technical vehicles requiring access height of 2.4m (refer to paragraph 3.2.1 on page 5). | | | | |
| 26.2.4. | Valid, contactable references and experience in the corporate environment provided. | | | | |

26.3. SITE INSPECTIONS: STAGE 2

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

- 26.3.1. Proximity;
- 26.3.2. Building assessment & OHS compliance;
- 26.3.3. Security & surrounding areas;
- 26.3.4. Visibility & accessibility; and
- 26.3.5. Building design, layout & suitability.

| Item | Description | Please indicate or describe | Comply | Not Comply | Comments |
|---------|---|-----------------------------|--------|------------|----------|
| 26.3.1. | Is the proposed building in close proximity to other government departments and/or entities, retail shops, restaurants, banks, public transport, public parking, schools/day-care, gym facilities and other commercial nodes. | | | | |
| 26.3.2. | Provided comprehensive details on the building's access for people with disabilities, emergency exits, OHS compliance, including signage, interior & exterior of the building finishes, air-conditioning with | | | | |

| Item | Description | Please indicate or describe | Comply | Not Comply | Comments |
|---------|---|-----------------------------|--------|------------|----------|
| | timers, lighting, floor, wall & ceiling coverings, bathrooms, kitchens, lifts & any other facilities, fixtures & fittings). | | | | |
| 26.3.3. | Provided comprehensive details on the security of the building and surrounding areas, which includes but not limited to physical guarding services, features, make and model of electronic security systems, perimeter fencing and any other security features. | | | | |
| 26.3.4. | Provided details on the visibility and accessibility of the building, which includes unimpeded access/entrance for the public, distance(s) from proposed building to public transport facilities (taxis, buses, | | | | |

| Item | Description | Please indicate or describe | Comply | Not Comply | Comments |
|---------|---|-----------------------------|--------|------------|----------|
| | trains), access to highway/national roads & allowing ICASA to put signage in strategic spots around the building | | | | |
| 26.3.5. | Provided comprehensive details on the building design, layout, suitability, features, make & model of fire detection, stand-alone/2 buildings, provision for generators, standby water tanks with capacity of 20 000 or more litres, with fully automated booster pumps or equivalent, energy efficiency such as automated light switching (occupancy sensors). | | | | |

26.4. ADDITIONAL INFORMATION

| Item | Description | Please indicate or describe | Comply | Not Comply | Comments |
|---------|--|-----------------------------|--------|------------|----------|
| 26.4.1. | Is the lease flexible to accommodate period, expansion, extension, termination and first right of refusal? | | | | |
| 26.4.2. | Air condition remains the responsibility of the bidder (i.e. maintenance, repairs, replacement) | | | | |
| 26.4.3. | Is the building compliant to the national building requirements, Occupational Health & Safety and all other legislative/building requirements? | | | | |
| 26.4.4. | Valid & binding particulars of the landlord; leasing agent, representative & and all/any partners to this offer (e.g. signed agreements/joint ventures, mandate letter). | | | | |
| 26.4.5. | Experience: bidder has more than 5 years in managing lease agreements, refurbishments, renovations and general construction. | | | | |

26.5. BUILDING HANDOVER DOCUMENTS/INFORMATION: STAGE 3

For purposes of this bid, building handover refers to the building being handed over to ICASA at beneficial occupation date of 1 July 2018. The following documents/information must accompany the building handover process:

- 26.5.1. Certificate of occupancy;
- 26.5.2. Current property condition report (at bidder's cost);
- 26.5.3. Installation of lightning surge protection by a reputable service provider;
- 26.5.4. ASIB report & accompanying documents, regarding fire compliance;
- 26.5.5. Building layout drawings (hard copies & CAD format);
- 26.5.6. Lifts certification by a reputable service provider (proof);
- 26.5.7. Certificate/letter confirming carrying capacity of at least 250kg per square metre;
- 26.5.8. Certificate/letter confirming usable, rentable ratio & gross building area;
- 26.5.9. Lighting design certification, with occupancy sensors;
- 26.5.10. Standby water tanks with capacity of 20 000 or more litres, with fully automated booster pumps or equivalent; and
- 26.5.11. Fully functional fire detection systems and installed generators.

27. PRICING STRUCTURE

The final bidding price/sum deemed to be fully inclusive (VAT, transport, delivery and installation on site). The bidding 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;
- All manufacturing, transport, conveying, cartage, carriage and delivery etc.;
- 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, provide details of the basis on which adjustments will be applied for. E.g. CPI, and also details of the cost breakdown:**

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 "A": YEAR 1, YEAR 2, YEAR 3, YEAR 4 AND YEAR 5

Lease/Rental Costs (including disbursements and annual escalations)

| Description | Cost (Incl. VAT) Year 1 (12 months) | Cost (Incl. VAT) Year 2 (12 months) | Cost (Incl. VAT) Year 3 (12 months) | Cost (Incl. VAT) Year 4 (12 months) | Cost (Incl. VAT) Year 5 (12 months) |
|--|--|--|--|--|--|
| Upfront Deposit (once off, if required) | | | | | |
| Rand per m ² | | | | | |
| Total square metre (on offer) | | | | | |
| Office Rental per month: | | | | | |
| Annual Escalation rate (Percentage: ____ %) | | | | | |
| Rates | | | | | |
| Operating costs per month: | | | | | |
| Lifts | | | | | |
| Parking rent per month: | | | | | |
| Covered parking rent per month: _____ | | | | | |
| Please specify any other additional costs | | | | | |
| | | | | | |
| | | | | | |
| Total Cost Incl. VAT (A) | | | | | |

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

PRICE SCHEDULE "B": YEAR 6, YEAR 7, YEAR 8, YEAR 9 AND 11 months

Lease/Rental Costs (including disbursements and annual escalations)

| Description | Cost (Incl. VAT) Year 6 (12 months) | Cost (Incl. VAT) Year 7 (12 months) | Cost (Incl. VAT) Year 8 (12 months) | Cost (Incl. VAT) Year 9 (12 months) | Cost (Incl. VAT) 11 months |
|--|--|--|--|--|-----------------------------------|
| Upfront Deposit (once off, if required) | | | | | |
| Rand per m ² | | | | | |
| Total square metre (on offer) | | | | | |
| Office Rental per month: | | | | | |
| Annual Escalation rate (Percentage: ____ %) | | | | | |
| Rates | | | | | |
| Operating costs per month: | | | | | |
| Lifts | | | | | |
| Parking rent per month: | | | | | |
| Covered parking rent per month: _____ | | | | | |
| Please specify any other additional costs | | | | | |
| | | | | | |
| | | | | | |
| Total Cost Incl. VAT (B) | | | | | |

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



| Description | Cost per year (Including VAT) |
|------------------------------|-------------------------------|
| Total Cost Including VAT (A) | |
| Total Cost Including VAT (B) | |
| Total Bid Price (A+B) | |

BIDDER'S CONFIRMATION

The bidder confirms that this price covers all activities associated with the project management and consulting service, as called for in the bid document. The bidder confirm 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 tenderer/s with the purpose to conclude a contract; and
- choose not to pursue any of the tender proposals received and either issue a new tender enquiry or not at all.



SIGNED

DATE

Print name
of signatory

Designation

FOR AND ON BEHALF COMPANY
OF: NAME

Tel No

Cell No

BIDDER'S CONSENT FORM FOR INSTALLATION OF WIRELESS EQUIPMENT

To be completed by the bidder 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 "Bidder's Hypothec".



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

Bidder Signature _____

Signed at _____ on this _____ day
of _____ 2017

BIDDER'S CONTACT DETAILS:

Full Name: _____

Contact Details:

Tel: _____

Fax: _____

Email: _____

Building Name: _____

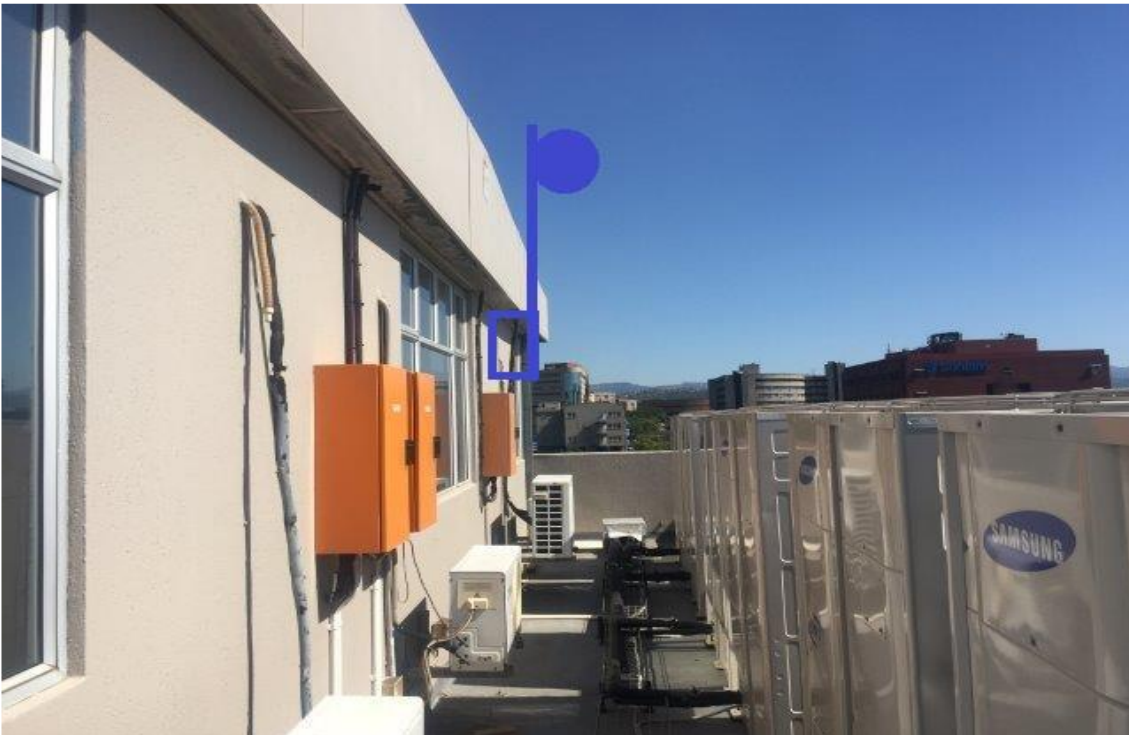
Physical Address:

Below are examples of the positioning of antennas on the roof of the premises and the cabling/wiring route:

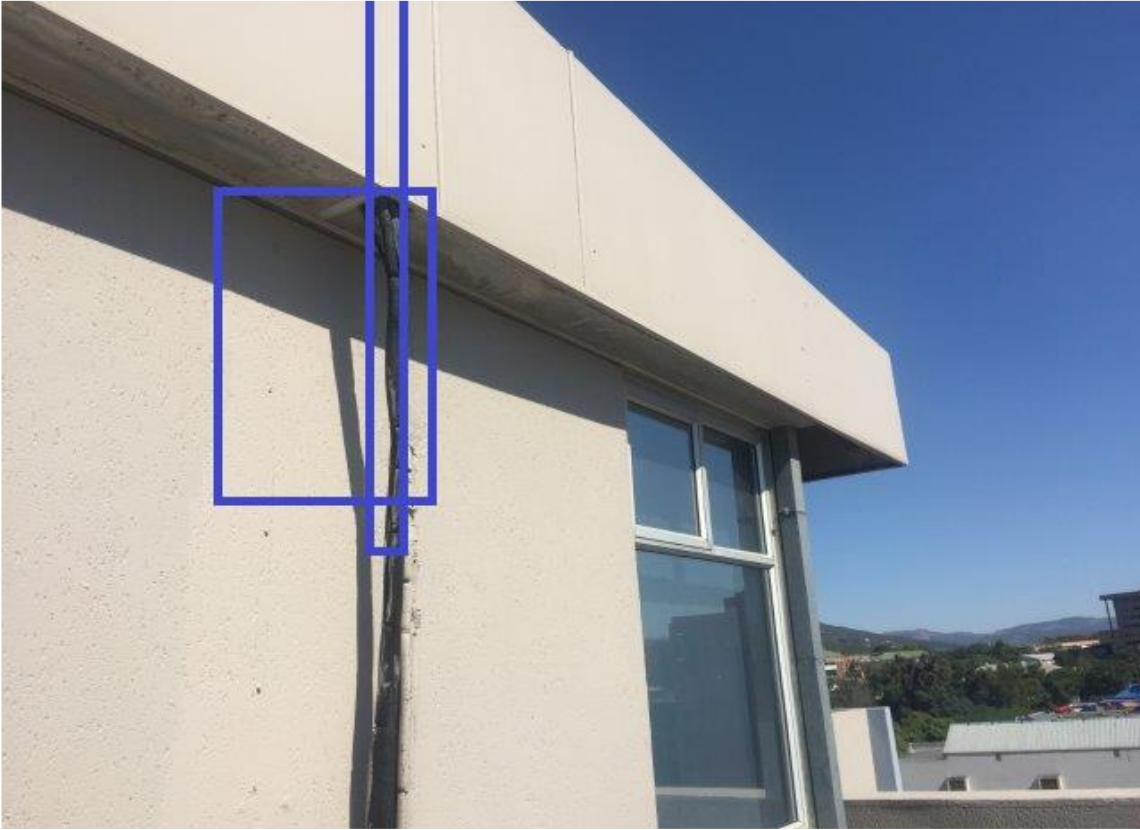
LOS Picture



Mounting Position (Picture 1)



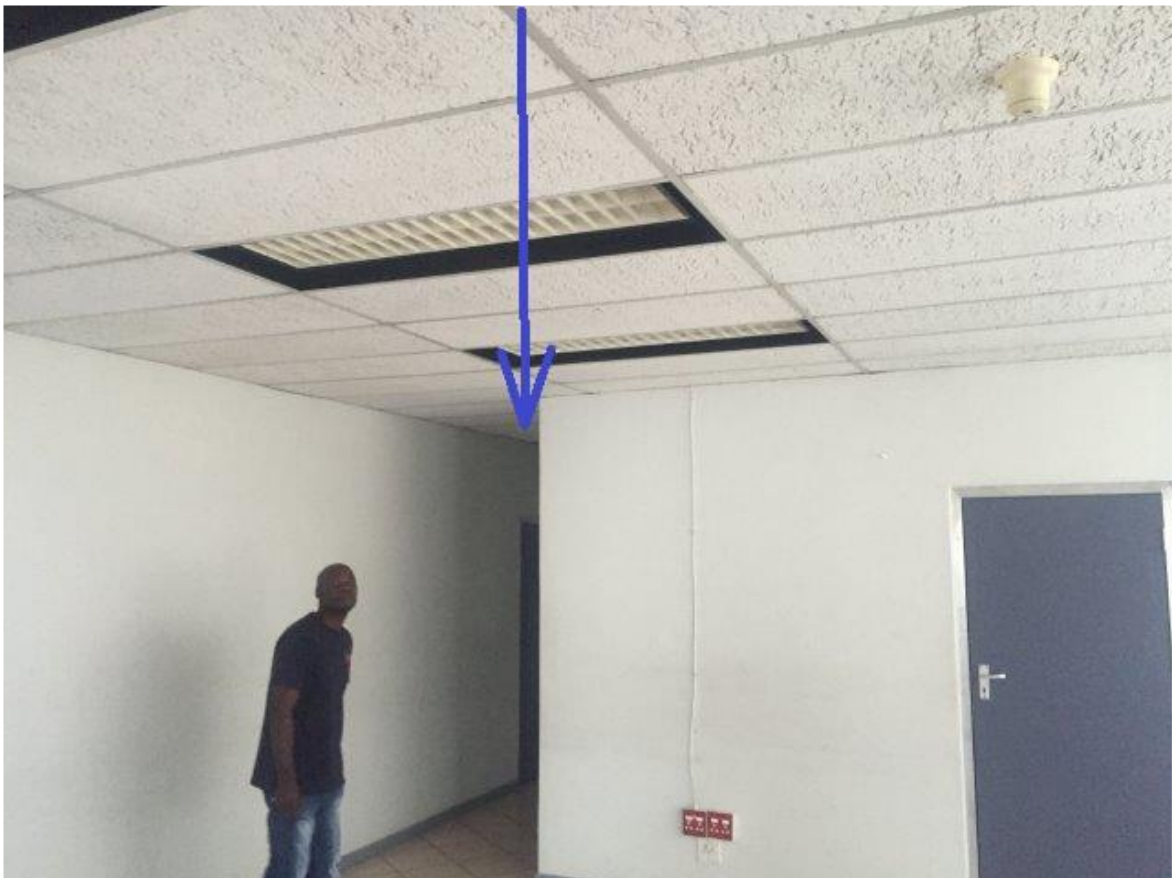
Mounting Position (Picture 2 – offset bracket mounted on the wall)



Cable Entry (existing air-conditioning pipe entry or equivalent can be used)



Cable Run (from cable entry, hidden inside the ceiling)



(Existing holes can be used)



Cable Run (to the office, hidden inside the ceiling))



400mm Ubiquiti radio/power beam

