Independent Communications Authority of South Africa

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INVITATION FOR THE LEASING OF OFFICE ACCOMMODATION FOR ICASA'S FREE STATE REGIONAL OFFICE, IN BLOEMFONTEIN, FOR A PERIOD OF NINE (9) YEARS AND ELEVEN (11) MONTHS.

The Independent Communications Authority of South Africa (ICASA) invites suitably qualified service providers to submit proposals for the leasing of an office building for ICASA's Free State Regional Office, in Bloemfontein municipality (Industrial areas are specifically excluded).

The building must be rated at Grade B or above. The lease will be for a period of nine (9) years and eleven (11) months, commencing on 01 September 2027. The beneficial occupation will be for a period of three (3) months, commencing on 01 June 2027 or earlier.

BID TECHNICAL REQUIREMENTS

1. KEY INFORMATION

The building's location and its surrounding areas must not be exposed to flooding due to heavy rains, hail, and/or hazardous environments, making it difficult to access the building and parking facilities.

Prospective bidders 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 June 2027 or earlier, to allow for 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 and specifications) at market rates applicable at the time.

The **COMPULSORY** tenant installation cost must be included in the original bid price, should ICASA opt for a full turnkey solution. All the installation costs shall only be billed if ICASA is satisfied that the bidder has the necessary expertise, skills and capacity to do fitouts and installations, and the ICASA has given the bidder the go-ahead for a full turnkey solution. Should the bidder not have necessary expertise, skills, and capacity to do fitout and installations, Bidder must appoint a service provider at its own discretion to provide tenant installations or refurbishments. These lease improvement costs will be incurred by ICASA.

The proposed building must have perimeter fencing electronic access control, and CCTV coverage of the building or any surrounding areas within the premises (e.g., parking bays, entrance, doors, etc.) Installation of security burglars on windows and Doors), at the Landlord's cost. Provide full details of such security features (e.g., make and model where applicable). The bidder is expected to supply, install, commission, and maintain these security systems, in common areas and at the Landlord's cost, for the duration of the contract. The overall requirements of the proposed building will be assessed during the physical evaluation of the premises. This physical evaluation is an integral part of the bid evaluation process.

Maintenance of the exterior and interior of the building remains the responsibility of the service provider (Landlord). The prospective service provider/Landlord shall be responsible for maintenance and repair of the exterior and interior of the building (e.g., electrical, plumbing, faulty lighting, light bulb changes, carpentry, handyman services, servicing of air conditioners, 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. The cost of these services will be billed as and when services are rendered, in addition to the monthly rent, water, and utilities.

2. BENEFICIAL OCCUPATION

2.1. The premises must be available for **beneficial occupation on 01 June 2027 or earlier**, for a period of three (3) months which will allow sufficient time for bidder to do fit outs and installations according to ICASA's

requirements. The **lease commencement date is 01 September 2027.**

2.2. **For purposes of this bid, beneficial occupation means a rent-free period provided by the Landlord, to give bidder time to do fit-outs and installations and to make premises ready for occupation.**

3. CONDITIONS OF AWARD

The proposed building must meet the following conditions of award, and valid proof must be attached (e.g. Valid Municipal Account/invoice not older than 3 Months. Confirmation from the local municipality that the Account is not in arrears, Certificate of occupancy, Electrical Certificate, Plumbing Certificate, Fire Certificate from the accredited institutions or personnel, the above documents should be aligned with the building when it was certified to be fit for occupation):

Item Description	**YES**	**NO**
Certificate of occupancy for existing building: the building must have an existing certificate of occupancy, issued by the relevant authorities **AND** provide proof that the building is at least Grade B or above as per SAPOA Grade definitions or equivalent bodies.		
The following documentations must be provided: 1. CAD Drawing or equivalent building drawings. 2. Building valid insurance or letter of intent.		
Metered electricity: the building must have an existing municipal account for electricity and water utilities, with municipal clearance which indicates the building/premise offered is cleared of any arrears (services, rates, and taxes accounts). Comments (if any): • Valid Municipal Account/Invoice not older than three (3) months (Attach proof) • Confirmation from local municipality that the account is not in arrears.		

Item Description	**YES**	**NO**
Tenant installation allowance: the bidder is expected to provide ICASA with a tenant installation allowance, in line with current market rates, which is standard practice in the commercial property industry (office rentals) Refer to **Annexure A** for tenant installation allowance. Comments (if any):		
OFFICE FITOUTS & INSTALLATIONS DISCIPLINES The bidder has submitted proof of contractor(s)/Landlord with CIDB Grade 5 or higher (on their database) that will be required to undertake the office fitouts & installations services in the following classes of works: • General Building Works (GB) and Glazing, Shopfronts, Curtain Walls (SG) for = Internal construction of partitioning/walls, glazing, doors, flooring and related finishes. • Mechanical Engineering Works (ME) and Fire Prevention & Protection Infrastructure (SF) for = Repositioning standard light fittings, installation of additional lighting, fire detection systems and/or installation, existing HVAC and installation of air-conditioning, where required. • Electrical Engineering Works (EB) for = Wiring and cabling infrastructure made ready for ICASA's electrical, Information Technology and security systems installations. • Wet Services & Plumbing (SO) for = Repositioning of plumbing infrastructure and installations where required. • Waterproofing works (SN) for = Maintenance, repair and renewal of the basements, roofs and walls. • Space planner = provision of space planner (Grade C and above) as required by South African Institute of the Interior Design Professions or African Institute of Interior Profession or equivalent statutory body.		

The preferred Bidder who fail to provide all the required documentations and/or proof prior to award will be afforded ten (10) working days from the date of written notification by ICASA to submit all outstanding Conditions of Award documentation. Failure to comply within the stipulated period shall result in disqualification.

4. ACCOMMODATION NORMS

4.1. PROPERTY

4.1.1 Type of Premises: - The premises should be:

4.1.1.1. Well secured, with up-to-date security facilities/technology, and naturally or mechanically ventilated. The respective building must preferably have both windows and doors that can be opened if necessary. The respective service provider/Landlord must ensure that the building adheres to the Occupational Health and Safety Act requirements and any other applicable legislation and regulations. Suitable for corporate office environment, as well as housing of technical monitoring equipment (stored in a dedicated storeroom).

4.1.1.2 Suitable for parking ordinary and technical ICASA vehicles parked preferably at an enclosed parking.

4.1.2 **Broadband Infrastructure**: - It would be ideal if the building has fibre from one of the national ISPs. Please provide details of the existing network infrastructure for corporate offices.

4.1.3 **Property/Building:** - The property offered must provide an office space of a minimum of **300m² to a maximum of 350m²** for lease purposes. The property/building must 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's (SAPOA) or equivalent bodies method for measuring floor areas in commercial buildings.

4.1.4 **Space Planner and Interior Designer/Decorator:** - The service provider

must avail a draughtsman, space planner, and interior designer/decorator to assist ICASA with office layout planning and execution, at no cost to ICASA.

4.1.5 **Mast and Aerial Antennas:** - The office building must be suitable for the possible erection of a radio mast and/or aerial antennas for broadcasting monitoring purposes (maximum of 3 metres from roof top as described and required by ICASA), considering the approval required in terms of environmental, municipal, and civil aviation regulations.

4.2 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 and Safety Act, 1993; ISO standards and any other relevant legislation/regulations as applicable.

The building design should address lighting, natural ventilation (open windows)/mechanical ventilation, 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 to save time and costs. **Qualifying service providers may be requested to make presentations to ICASA on the proposed building**.

4.2.1 PARKING

A minimum of fourteen (14) **dedicated** covered parking bays (inclusive of 2 for persons with disabilities) must be made available **for exclusive use** by ICASA for official and staff vehicles, at the premises. The parking bays provided:

4.2.1.2 will 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).

4.2.1.3 will have acceptable dimensions/sizes, as per South African parking standards or the latest, relevant regulations/legislation/by-laws.

4.2.1.4 will not be available to anyone or shared with other tenant/residents except ICASA vehicles and staff.

4.2.1.5 will not be exposed to harsh weather conditions.

5. ACCOMMODATION STANDARDS

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

5.1 Heating, Ventilation, Air-Conditioning (HVAC) and Natural Ventilation.

5.2 Implementation of smoking by-laws.

5.3 Toilet Facilities.

5.4 Water Supply (water tanks in case of municipality water disruptions or supply).

5.5 Electrical Supply

5.6 Fire Risk Management.

5.7 Emergency Evacuations/exit.

5.8 Alternative Source of Energy (solar panels/generator/power inverters/ etc).

5.9 Vertical movements.

5.10 Carrying Capacity of floors.

5.11 Security.

5.12 Accessibility for persons with disabilities and goods' deliveries.

5.13 CAD[1] drawings or the equivalent of the existing premises.

5.14 Full compliance certification must be supplied upon final works completion at the Landlord's cost.

5.15 Allow ICASA to put up signage in strategic spots within or around the building to make ICASA visible to the public.

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

5.16 Rental, operating, fit-outs/installation, and parking costs should be market-related.

The below-listed documents will be required for submission prior to finalization of the bid:

a. Proposed building must be a grade B or above in Bloemfontein area.
b. Zoning certificates.
c. Electrical approvals.
d. CAD or & equivalent (building) drawings.
e. Proof of valid insurance for the proposed building or letter of intent.
f. Certificate of occupancy.
g. The property offered should be able to provide a total lettable area of a minimum of 300m² to a maximum of 350m².
h. The proposed building must have a minimum of 14 covered parking bays (including 2 for persons with disabilities on the same premises as the proposed building).
i. ICASA reserves the right to ask for an 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.
j. Proof of fire compliance will be required.
k. The bidder needs to provide evidence of installed lightning surge protection; and
l. Provide alternative power and water supply sources in case of supply disruptions.

6. IT INFRASTRUCTURE

The building should have an IT infrastructure, allowing tenants to utilize data/voice with an open-access fibre-optic network. The design of the required server room should be a 2-hour fire-rated door with brick wall and optimal dedicated air-conditioning, minimum 24 000 BTU, with equivalent backup units. ICASA will require the building to have a functional aircon(s) in the server room or proof must be provided which will assure ICASA that the aircon(s) are not older than 5 years. The supply, maintenance and repairs of the aircon(s) in the server room will be the responsibility of the Landlord. In the case of aircon(s) not being functional, the

response time by the Landlord should be approximately one (1) hour.

7. 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. The ambient temperature required will be 22 degrees Celsius (with a variance of 8 degrees Celsius up or 6 degrees Celsius down).

In this regard, provision 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.
- be of a low-noise and low-vibration type.

The make and model (description) of the air conditioners should be provided, including the type of filters installed. The service intervals as per manufacturer's recommendations and/or in line with Communicable diseases regulations/ guidelines should be provided.

The building must have an effective local extraction ventilation system, preferably with High-Efficiency Particulate Air (HEPA) filters, which are regularly cleaned and maintained, and ensure that its vents are not located close to opening windows.

8. ABLUTION FACILITIES

The service provider/Landlord shall hand over modern, fully functional ablution facilities that are in good condition at beneficial occupation. 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	Males	Females

to:	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
120	3	6	5	9	5
	For a population of more than 120 add 1WC pan,1 Urinal & 1 was basin for every 120 persons.			For a population of more than 120 add 1 WC pan for every 50 persons.	For a population of more than 120 add 1 washbasin for every 120 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. If the ablution facilities are shared with other tenants, the service provider must provide such hygiene equipment (e.g., modern, functional toilet roll holders, soap dispensers, paper dispensers, etc.)

9. PERSONS WITH DISABILITIES

The building and its facilities must accommodate persons with disabilities, which includes but is 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. The provision of toilet for persons with disabilities must be in line with SANS 10400-S:2011 (Edition 3) or latest amendments, which states that "*persons with disabilities shall not be required to travel a distance of more than 45cm on the same floor, or 25m where horizontal and vertical distance are covered, in order to reach a toilet accessible to them*".

10. WATER SUPPLY

[2] WC: a water closet/bathroom

The municipal water supply where applicable shall be metered separately for ICASA. ICASA requires a water pressure of at least 4 Bars, should 4 Bars not be available, ICASA requires the service provider to provide water equipment(s) at its own cost to achieve the desired water pressure.

The building must have standby water tanks with a capacity of at least five thousand (5000) litres or more, with fully automated booster pumps or equivalent, to provide continuous water supply to the premises, at the service provider's cost (compulsory).

11. ELECTRICAL SUPPLY

The electrical supply where applicable shall be **metered separately** and power factor correction and Automatic Voltage Regulator (AVR) equipment shall be installed. The installation must comply with all relevant regulations and by-laws. A sufficient power supply is to be provided to meet demand at peak times of more than 20% of normal use.

All main electrical supplies shall be governed by class one and class two lightning surge protectors. There must be a primary continuous emergency power supply (i.e., alternative sources of energy such as generators at the Landlord's own cost). The proposed building must be configured and wired to provide alternative sources of energy in case of power outages. ICASA will not contribute to any upgrading/provisioning of additional power supply to the building/site. Where a generator is an alternative source of energy, the bidder must clearly specify how the diesel cost is going to be billed. Where required, ICASA will only pay for diesel costs at prevailing market rates, on a pro-rata basis (i.e., as per office space occupied).

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:

- A boardroom must be fitted with sufficient power and data points (e.g., underneath the boardroom table, for projector(s) and screens, for refreshment serving areas, etc.).
- A kitchen must be fitted with sufficient power points for the use of e.g., the kettle, fridge, microwave, water cooler, etc.

- A reception area must be fitted with sufficient PowerPoints for the use of e.g., the TV area, clients waiting areas, etc.
- Single-phase 15 Amp socket outlets in passages and operational areas must be provided for cleaning and maintenance tasks and be wired separately from the power supply to the main operational areas.
- A separate DB[3] in the server room with feed from the generator with a mains/ isolator switch and 2 x 3-phase 32amp isolators, 1 for the UPS and 1 for the cooling.

13. LIGHTNING PROTECTION

The building shall have sufficient lightning/surge protection, which must be inspected regularly to ensure that it is and remains in good working condition, in line with SANS 10000 114-1:2005 – all parts, at the service provider's cost. Proof of installed lightning surge protection must be provided as part of the building handover.

14. LIGHTING

All interior lighting shall be designed and installed to conform to SABS 10114-1:2005 Edition 3 or the latest approved standards. A professional lighting design engineer shall certify the design and installation at the 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. Each functional area and/or team shall have independent control of lighting while emergency lights shall comply with National Building Regulations.

15. FIRE PROTECTION AND 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 that include but are not limited to the public address system, warning alarms, make, and model. **Proof of fire compliance must be submitted along with all other information, as part of the handover**

[3] DB in the server room with feed from the generator with a mains/ isolator switch and 2 x 3-phase 32amp isolators, 1 for the UPS and 1 for the cooling

documents for this tender. Provisioning, certification, and continuous maintenance of the installations and equipment will be the responsibility of the service provider/Landlord, for the duration of the lease period. Fire extinguishers will be serviced by the service provider/Landlord at intervals stipulated on the fire extinguisher canister.

16. VERTICAL MOVEMENTS

16.1 STAIRS (where applicable)

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 their use, as prescribed by SANS 10400 or the latest amendments, and must be applied in conjunction with several other standards.

16.2 LIFTS, HOISTS AND ESCALATORS (where applicable)

If the building consists of more than one floor, it must have at least one (1) lift to be utilized 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 1200 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. 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.

The breakdown time allowed per lift or hoist per month shall not exceed 6 hours monthly. The breakdown times shall be recorded, reported, and agreed upon 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 per event, ICASA shall be entitled to deduct a penalty equal to 12% of the monthly maintenance contract cost from the following month's rental payment.

17. CARRYING CAPACITY OF FLOORS

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

18. SECURITY SERVICES

The proposal should include the service provider's/Landlord's contribution to the physical security requirements of the proposed building. The supply of modern, fully functional security systems, installation, commissioning, and testing, inside and outside the building and parking (e.g., Perimeter fencing – where applicable, access control systems, CCTV cameras and alarm), in **common** areas, will be the sole responsibility and cost of the Landlord. ICASA will be responsible for security systems installations in the office space allocated for the exclusive use of ICASA.

19. ACCESSIBILITY TO THE BUILDING

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

20. RATES

20.1 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 be limited to the maintenance of the exterior of the premises such as:

20.1.1 Roofs.

20.1.2 HVAC including cleaning the diffusers/louvre vents inside.

20.1.3 Lightning protection.

20.1.4 Plumbing.

20.1.5 Electrical supply, up to DB board.

20.1.6 Fire Protection & Detection.

20.1.7 Common area electrical reticulation.

20.1.8 Grounds and gardens.

20.1.9 Storm water and drainage.

20.1.10 Parking; and

20.1.11 Washing the external windows and facades.

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 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.

21.3 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.

22. 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). Please specify the tenant installation allowance to be provided to ICASA, and how it was determined /arrived at. The two most widely used methods is to (a) work on a

negotiated R/sqm amount, or (b) work on one month's office rental per year of the lease. So, if your office rental is R12 000 pm plus VAT and you sign a 3-year lease, then the landlord will make available a maximum amount of R36 000 plus VAT as a tenant installation allowance.

Bidders must complete the table below, indicating the tenant installation allowance to be offered to ICASA and explain how they arrived at the tenant installation allowance amount to be provided:

Tenant Installation Allowance Options	YES	NO	Tenant Installation Allowance Amount (to be provided)
Landlord offering 1 (0ne) month of tenant installation allowance.			R_____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			
Landlord offering 2 (two) months tenant installation allowance.	YES	NO	R_____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			
Landlord offering 3 (three) months or no tenant installation allowance.	YES	NO	R_____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			

ICASA reserves the right to negotiate for a tenant installation allowance which is in line with industry standards.

23. INFORMATION REQUIRED

23.1. PROPERTY INFORMATION

23.1.1. Property street address and stand number, as specified in zoning documents.

23.1.2. Landlord (lessor) name, address, city, postal code, telephone and fax numbers.

23.1.3. Leasing agent, representative, and telephone and fax numbers.

23.1.4. Details of all partners to this offer.

23.1.5. Detail of proposed rental options, indicating the nine (9) years and eleven (11) months lease period; and

23.1.6. The tenant installation allowance provided by the service provider.

24. LAYOUT DRAWINGS

The service provider shall provide detailed layout drawings that include 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) and equivalent bodies. The successful service provider shall be required to provide office layout drawings in Revit and AutoCAD formats during the space planning process.

The layout drawing shall also indicate major vertical penetrations, column spacing, and sizes, and any other building elements that may impact the configuration of workstations and surfaces. The layout drawing shall be provided as hard copies and in CAD format together with your response to this bid.

Where applicable, the service provider may be requested 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 and any other building-related plans (e.g., electrical, plumbing, air-conditioning, etc.).

25. 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.

26. BUILDING RUBBLE

Where applicable, any building rubble resulting from the 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.

27. PROPERTY AREA

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

28. PROPERTY/BUILDING INSURANCE

The service provider shall provide proof of valid insurance for the proposed building or a 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.

29. MANUFACTURERS' SPECIFICATIONS

All materials and equipment shall be installed to the manufacturer's specifications and relevant SABS and building regulations specifications.

30. STANDARD SPECIFICATIONS

30.1. SABS SPECIFICATIONS

The building shall comply with all laws, construction service standards, and building regulations, which include, but are not limited to:

30.1.1. Occupational Health and Safety Act 1993 (Act 85 of 1993).

30.1.2. The SANS 10142: "Code of Practice for the Wiring of Premises as amended".

30.1.3. Code of practice – Interior Lighting SANS 12400: - Part I.

30.1.4. The National Building Regulations and Building Standards Acts 1977 (Act No. 103 of 1977) as amended (SANS 10400).

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

30.1.6. SANS 10400: Part T Fire Protection; and

30.1.7. Building Compliance Certificates.

32. EVALUATION CRITERIA

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

FUNCTIONALITY EVALUATION		WEIGHTS
1. Building grade		30
1a. Grade B building or above offered. (Attach a copy of a valid Certificate/proof issued by Accredited Body)	= 5	
1b. Lower than Grade B building offered or no submission.	= 1	
2. Building availability The building is available for beneficial occupation on 01 June 2027 or earlier, and lease commencement on 01 September 2027, with a tenant installation allowance of 3 (three) months or less. The location of the office is Bloemfontein (Attach formal written signed confirmation)		5
2a The proposal meets the minimum requirements as specified above (Building Availability).	= 5	
2b The proposal does not meet the minimum requirements as specified above (Building Availability)	= 1	
3. Parking		5
3a Access controlled covered/basement parking bays (14 parking bays inclusive of 2 for persons living with disabilities), exclusively allocated onsite. (Attach Parking layout for the proposed building)	= 5	
3b The proposal does not meet the specified minimum requirements	= 1	



4. References Bidder to submit formal and valid reference letters on the company letterhead, contactable references in the office leasing environment):		5
4a	5 references provided	= 5
4b	4 references provided	= 4
4c	3 references provided	= 3
4d	2 references provided	= 2
4e	1 reference provided	= 1
5. Experience (Attach the Company profile to demonstrate the experience aligned with references provided above)		5
5a	13+ cumulative years or more in managing leases in an office leasing environment	= 5
5b	10-12 cumulative years in managing leases in an office leasing environment	= 4
5c	7-9 cumulative years in managing leases in an office leasing environment	= 3
5d	4-6 cumulative years in managing leases in an office leasing environment	= 2
5e	1-3 cumulative years or less in managing leases in an office leasing environment	= 1
Total:		50
FUNCTIONALITY EVALUATION (Sub-total):		50

PROPOSED BUILDING SITE INSPECTION EVALUATION

33. PROPOSED BUILDING SITE INSPECTION/EVALUATION (see below)	50
Bidder has met 11 and above of the requirements listed under building site inspection=5	
Bidder has met 9 to 10 of the requirements listed under building site inspection=4	
Bidder has met 7 to 8 of the requirements listed under building site inspection=3	
Bidder has met 5 to 6 of the requirements listed under building site inspection=2	
Bidder with 4 and below of the requirements listed under building site inspection =1	
Total:	100
Minimum cut-off point: 70	

BUILDING SITE INSPECTION LIST

The building has:

	ITEM	DESCRIPTION	YES	NO	EVIDENCE (PICTURES CAPTURED BY BEC ON SITE)
1.	Ablution Facilities	Building regulations recommend the number of toilets required is at least 1 toilet per 8 males and 2 toilets per 8 females, with access to washbasins, running water, etc.			
2.	Emergency Exit Doors	Evidence of emergency exit doors present. onsite.			
3.	Interior quality finishes in common areas	No visible cracks on the walls and visible structural defects (ceiling falling, windows cracked etc) and dilapidated condition.			
4.	Exterior quality finishes and structure of the building	Visible maintenance and/or upgrading of building (painting in good conditions etc.), infrastructure and its facilities.			
5.	Smoke or Fire detection	Automatic fire detection system			
6.	Fire Extinguishers	Easily accessible and visible fire extinguishers.			
7.	Ceilings, inside roof or Slab	Well-maintained, matching ceilings with no visible signs of water spots/leakages.			
8.	Walls	Well-maintained walls with no visible signs of damp walls or paint peeling off due to leakages.			
9.	Natural Ventilation or Mechanical Ventilation	Functional windows, allowing natural lighting, which can be opened for natural ventilation or mechanical ventilation (Airconditioning).			

12.	Alternative source of energy (during power failures or outages)	Functional and well-maintained generator, or other alternative sources of energy such as solar panels, inverters, etc. in place to enable ICASA's full functionality despite power failures/outages.			
11.	Alternative source of water (water tanks)	Well-maintained water tanks available for use during water disruptions.			
12.	Parking Bays	14 parking bays are offered.			
13.	Security access control system and CCTV Cameras (In Common Areas)	Functional access control system and CCTV Camera in place, in interior and exterior common areas of the building.			

Note: The preferred bidder must ensure that the above requirements are met prior to occupation. Failure to comply with the above stipulated requirements prior to occupation shall result in disqualification.

34. CHECKLIST

The following checklist should be completed by bidders:

Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
34.1	The proposed building must be a grade B or above building in Morning in Bloemfontein.	Attach the grading certificate or equivalent (provided by accredited body) and proof of the building location.			
34.2	Existing building electrical approvals are attached as part of supporting documents (approved by the relevant Municipality or qualified Electrician).	Electrical certificate (COC) for the building at the current stage.			
34.3	AutoCAD (Automatic Computer Aided Designs for building floor plans) or equivalent (Free-hand building floor plans) drawings are attached as part of supporting documents.	Attach AutoCAD or equivalent drawings			
34.4	Proof of valid insurance for the proposed building or letter of intent to provide insurance. On awarding	Attach building insurance/ letter of intent			

Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
	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.				
34.5	Existing certificate of occupancy approvals are attached as part of supporting documents (approved by the relevant Municipality).	Attach the certificate of occupancy.			
34.6	Natural ventilation (through doors and windows that can be opened) or Mechanical ventilation.	Attach images of the building (opening doors and windows).			
34.7	The property/office size offered is a minimum of 300m² to a maximum of 350m².	Attach proof/ floor plans.			
34.8	The proposed building must have a minimum of 14 covered parking bays (including 2 for persons with disabilities).	Attach proof.			
34.9	An Engineer's or equivalent assessment report on the condition of the air-conditioning installed in the building.	Attach report.			

Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
34. 10	Proof of fire compliance certificate.	Attach certificate.			
34.11	Proof of installed lightning surge protection.	Attach proof.			
34.12	The bidder must have an alternative power supply (generators/ inverter/ solar panels) in case of load-shedding.	Attach proof of installation and maintenance.			
34.13	The bidder must have an alternative water supply in case of municipal disruptions or disconnections.	Attach proof of alternative water supply.			
34.14	The bidder must provide a functional air-conditioning system in the building.	Attach proof of maintenance of air conditioners.			

ICASA notes that if the building was unoccupied, the air conditioner was not functional. However, once the tender is awarded, the air conditioner must be operational.

35. BUILDING HANDOVER DOCUMENTS/INFORMATION:

For purposes of this Bid, building handover refers to the building being handed over to ICASA before the lease commencement date of 01 September 2027. The following documents/information must accompany the building handover process:

35.1 Certificate of occupancy after the completion of fit-outs and installations if done by the Landlord.

35.2 New/current electrical certificate of compliance including a functional fire detection system.

35.3 New/current fire compliance certificate; and

35.4 Lifts certification by a registered service provider (where applicable).

36. PRICING 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 includes rentals and all related costs: R..... (Compulsory, including VAT)

C2. Please specify if there is a 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 Rands (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.**

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

Lease/Rental Costs (including disbursements and annual escalations)

Description	**YEAR 1 Cost (Incl. VAT) (12 months)**	**YEAR 2 Cost (Incl. VAT) (12 months)**	**YEAR 3 Cost (Incl. VAT) (12 months)**	**YEAR 4 Cost (Incl. VAT) (12 months)**	**YEAR 5 Cost (Incl. VAT) (12 months)**
Upfront Deposit (once off, if required)					
Rand per m²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: _____%)					
Rates & Taxes (if not part of operating costs):					
Operating costs per month:					
Covered parking rent per month (if offered): specify the number of parking bays offered					
Basement Parking rent per month (if offered) : Specify the number of parking bays offered.					
Please specify any other additional costs					
Total					
Vat (15%)					
Total Cost Incl. VAT (A)					
Building and equipment maintenance and diesel costs to be billed separately in addition to rental, water & utilities costs					

PRICE SCHEDULE "B": YEAR 6, YEAR 7, YEAR 8, YEAR 9 AND YEAR 12
(11 Months only in year 12)

Lease/Rental Costs (including disbursements and annual escalations)

Description	**YEAR 6 Cost (Incl. VAT) (12 months)**	**YEAR 7 Cost (Incl. VAT) (12 months)**	**YEAR 8 Cost (Incl. VAT) (12 months)**	**YEAR 9 Cost (Incl. VAT) (12 months)**	**Cost (Incl. VAT) (11 months only)**
Rand per m²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: _____%)					
Rates & Taxes (if not part of operating costs):					
Operating costs per month:					
Covered parking rent per month (if offered): Specify the number of parking bays offered.					
Basement parking rent per month (if offered): Specify the number of parking bays offered.					
Please specify any other additional costs					
Total					
Vat (15%)					
Total Cost Incl. VAT (B)					
Building and equipment maintenance and diesel costs to be billed separately in addition to rental, water & utilities costs					

Bidders may submit their own price schedule, as the above serves as a guideline. Ensure that all specified costs are included.

Description	Cost for a lease period (Including VAT)
Total Cost Including VAT (A)	
Total Cost Including VAT (B)	
Total Bid Price (A+B)	

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 not incur any 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 120 calendar days from the date of submission of the 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 Authority, ICASA.

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

We hereby undertake, 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. This is applicable for the period during which this tender remains open for acceptance.

SIGNED		**DATE**	
Print name of signatory			
Designation			

FOR AND ON BEHALF OF:	COMPANY	
	Tel No	
	Cell No	

SERVICE PROVIDER'S CONSENT FORM FOR INSTALLATION OF WIRELESS EQUIPMENT

To be completed by the service provider for the installation of wiring/cabling of 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 telecommunication/communication purposes. The Landlord/Installer acknowledges that ownership of the wireless equipment will always remain vested in the Tenant and/or its associated companies. The Landlord/ Installer consents not to attach such wireless equipment and relinquishes its right to the "service provider hypothec".

All equipment has been Type-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:

___

___

ADDITIONAL INSTALLATION REQUIREMENTS

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

Line Of Sight (LOS) Picture



Mounting Position (Picture 1)



ANNEXURE A: TENANT INSTALLATION REQUIREMENTS

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). Please specify the tenant installation allowance to be provided to ICASA, and how it was determined /arrived at. The two most widely used methods are to (a) work on a negotiated R/sqm amount, or (b) work on one month's office rental per year of the lease. For example, if your office rental is R10 000 pm plus VAT and you sign a 3-year lease, then the landlord will make available a maximum amount of R30 000 plus VAT as a tenant installation allowance.

Bidders must complete the table below, indicating the tenant installation allowance to be offered to ICASA and explain how they arrived at the tenant installation allowance amount to be provided:

Tenant Installation Allowance Options	YES	NO	Tenant Installation Allowance Amount (to be provided)
Landlord offering 1 (0ne) month of tenant installation allowance.			R_____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			
Landlord offering 2 (two) months tenant installation allowance.	YES	NO	R_____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			
Landlord offering 3 (three) months or no tenant installation allowance.	YES	NO	R_____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			

Name of bidder/landlord/representative:

_____

Signature:

_____

Date:

_____

ANNEXURE B: OHS REQUIREMENTS

SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION

ISSUED IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 of 1993 AND CONSTRUCTION REGULATIONS 2014

FOR

OFFICE FIT-OUTS AND INSTALLATION

A. INTRODUCTION

This "Health and Safety Specifications" document is governed by the Occupational Health and Safety Act (Act No 85 of 1993), hereinafter referred to as the Act, with specific reference to Construction Regulations 2014. Included in these specifications is set rules to assist the principal contractor, contractors (sub-contractors) and the Client in controlling and managing health and safety issues on the construction site, as stipulated in the Occupational Health and Safety Act (Act No 85 of 1993).

These specifications and rules do not relief the principal contractor, contractors (sub-contractors) or their employees from any legal obligation under the requirements of the "Basic Conditions of Employment Act", the "Occupational Health and Safety Act" and or the "Compensation for Occupational Injuries and Disease Act".

The specifications and rules will apply for the duration of the projects. Should the principal contractor or contractors (sub-contractors) not comply, it will be deemed as a breach of contract. The principal contractor will carry full responsibility and accountability regarding the adherence to any health and safety issues when contractors (sub-contractors) are used to carry out any construction work on the project. It must be noted that the Client Safety Agent, may stop any contractor from executing construction work, which is not in accordance with the Client health and safety specifications or rules for the project or which poses a threat to the health and safety of any person.

The Construction H&S specification formulates the minimum requirements which must be met by the Contractor and documented in the contractors' (1) health and safety plan and (2) subsequent H&S file. These specifications are not limited and or exhaustive list of legal and corporate compliance requirements.

B. PURPOSE

The purpose of the site-specific Health & Safety Specification is to be used as a specific standard on which all Contractors' H&S planning must be based.

C. DEFINITIONS

For the purpose of this safety specification, the definitions given hereunder shall apply and not limited:

C.1 **"Act"** refers to the Occupational Health & Safety Act No.85 of 1993

(as amended).

C.2 **"Agent"** refers to a competent person who acts as a representative for a client.

C.3 **"Client"** refers to Independent Communication Authority of South Africa (ICASA)

C.4 **"Competent person**" refers to a person who has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000).

C.5 **"Construction work"** refers to any work in connection with.

- the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure.
- the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system. or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work.

C.6 **"Contractor"** means an employer who performs construction work.

C.7 **"Construction manager"** refers to a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site.

C.8 **"Construction supervisor"** means a competent person responsible for supervising.

C.9 **Site Specific Health & Safety Specification"** refers to a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work for the project.

C.12 **"Medical certificate"** means a certificate contemplated in sub-regulation 7(8). A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner.

C.11 **"OHS Act"** refers to the Occupational Health & Safety Act No 85 of 1993.

C.12 **"Principal Contractor"** means an employer appointed by the client (ICASA) to perform construction Work and to be in overall control and management of a part of, or the whole of a construction site.

C.13 **"Risk Assessment"** refers to the systematic and methodical assessment methodology utilised to identify hazards and risks to persons / plant and equipment and the corresponding listing of risk controls; the risk assessment must from part of the health and safety file to be applied on a site of works.

C.14 **"Site"** refers to the ICASA operations, buildings, lands and other places, made available by ICASA for the purposes of the Contract, on, under, over, in, or through which the construction work is to be executed or carried out.

C.15 **"Safe Work Procedures"** refers to a detailed and comprehensive procedure developed to ensure that adequate information and instruction regarding a task is adequately covered and is essential to ensure employee competence with the relevant task.

C.16 **"Maintenance"** refers to the process of preserving a condition or situation or the state of being preserved.

D. COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES

D.1 The Contractor shall submit proof of registration as an employer, and proof of Good Standing with the COIDA Commissioner in the H&S File before starting the work.

D.2 A copy of the Letter of Good Standing with the COIDA Commissioner must be included in the H&S File.

E. NIGHT WORK AND AFTER-HOUR'S WORK

E.1 No night work shall be performed unless authorised by ICASA.

E.2 Where applicable; the risk assessment and method statements in the H&S File shall include night risks including but not limited to work sites, excavations, road obstructions, traffic obstructions or deviation, night security and after-hours delivery.

E.3 Where applicable; the risk assessment and method statements in the H&S File shall include after hour work and the safe management thereof.

F. SECURITY AND ACCESS

F.1 The Contractor and his employees shall enter and leave the premises only through the main gate and/or checkpoint(s) designated by the Employer.

F.2 The Contractor shall ensure that employees always observe the security protocols of the Client and shall not permit any person who is not directly associated with the work from entering the premises.

F.3 The Contractor and his employees shall not enter any area of the premises that is not directly associated with the work.

F.4 The Contractor shall ensure that all materials, machinery or equipment brought by him into the premises are recorded at the main gate(s)**.** Failure to do this may result in a refusal by the Employer to allow the materials, machinery or equipment to be removed from the premises.

F.5 The Contractor shall ensure that no persons carry firearms on the company's or Client premises unless written permission has been obtained from the designated person.

G. INTOXICATING SUBSTANCE

G.1 No intoxicating substance of any form shall be allowed on site. Any person suspected of being intoxicated shall not be allowed on the site.

G.2 Any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.

H. TABLE OF THE CONTENTS

1. Contractor's Site Safety File.
2. Contractor's Health and Safety Plan.
3. Appointments.
4. Site Safety Meetings.
5. Monthly Safety Audits.
6. Sub-contractor Management.
7. Continuous Occupational Health and Safety Management.
8. Incident Reporting and Investigation.
9. Emergency Preparedness.
12. Worker's Wellbeing.

11. Costing of OHS.
12. General.
13. Baseline Risk Assessment.

1. SITE SAFETY FILE

The safety file must be approved by the Client (ICASA) prior to and be implemented on site from commencement of the works and must be kept up to date until the completion of the project. After completion of the project; a consolidated copy of the file must be handed over to the Client. This must be in hard copies and as per the list provided by the Client. The contents of the file must include, but not limited to the following:

1.1 Construction Regulation – 2014

1.2 Appointment letter/Purchase Order

1.3 Company details – Letter of good standing

1.4 Legal appointments i.e Safety Officer, Risk assessor, incident investigator, first aider, etc

1.5 Medical certificates i.e noise, heat, fall risk, confined spaces, etc

1.6 Health and Safety plan

1.7 Project plan

1.8 Risk assessment

1.9 Safe working procedures talks

1.12 Personal Protective Equipment (PPE) issue register

1.11 Induction training forms

1.12 Training flow chart

1.13 Accident report forms

1.14 Toolbox talks

1.15 Site emergency procedure

1.16 Safety Data Sheet (SDS)

1.17 Fall Protection Plan

1.18 Signage Board

1.12 Housekeeping

1.20 Hot works certificate

2. HEALTH AND SAFETY PLAN

2.1 The plan must be suitable, sufficiently documented, coherent and site specific, and after approval by the Client OHS Agent, it must be applied on site from date of commencement of and for the duration of the construction work. It is also required that the plan be reviewed and updated as work progresses.

2.2 The scope of work and risk assessment form part of the health and safety plan to be implemented on site.

3. APPOINTMENTS

3.1 The appointments should include, but not be limited to:

- Acceptance and commitment to OHS – Sec 16(1)
- Appointment of Manager - Sect 16(2)
- Construction Manager – CR 8(1)
- Construction Work Supervisor – CR 8(7)
- Assistant Construction Work Supervisor – CR 8(8)
- Part-time Safety Officer – CR 8(5)
- Risk Assessor – CR 9(1)
- First Aider - GSR 3(4)
- Incident Investigator - GAR 9(2)
- Health and Safety Representative - Sect. 17(1)
- Electrical Machinery Operator/Inspector – CR 24*(e)*
- Fire Equipment Inspector – CR 27(h)
- Stacking Supervisor – CR 28(a)

3.2 The Contractor must appoint a part-time Construction Health and Safety Officer (CHSO),
registered and in good standing with South African Council for the Project and Construction Management Professions (SACPCM) for the project.

3.3 A candidate CHSO cannot be appointed as CHSO. The CHSO can however use a candidate to perform safety officer tasks on his behalf on site. The CHSO remains the responsible person and must sign off all plans, safety audits and risk assessments done by the candidate.

3.4 The CHSO must at least visit a site twice (2) a week to perform inductions, inspections, audits, risk reviews and give general inhouse training.

3.5 The CHSO must compile a summary Occupational Health and Safety report to be presented weekly during the Site Meetings.

3.6 Proof of competency (knowledge, training, experience and qualification where required) in respect of the work or task being appointed for, must be attached to each appointment.

4. SITE SAFETY MEETINGS

4.1 The Contractor must have weekly safety meetings on site, of which minutes must be kept in the safety file.

4.2 The Contractor's Construction Health and Safety Officer, Construction Manager, Construction Work Supervisor and representatives of the workers (Safety Representative and or CLO) must attend the meetings.

4.3 Minutes must be signed off by the CEO and decisions must be implemented as decided by the committee.

5. WEEKLY SAFETY AUDITS

5.1 The CHSO must perform weekly internal audits which must include all contractors on site, of which the reports must be available on the day of the site meeting.

5.2 The Client's Occupational Health and Safety Agent will also perform weekly audits and give feedback during weekly site meetings.

5.3 The Contractor will receive the OHS report within seven (7) days of the audit and must give written feedback on all outstanding items, to the Client's Occupational Health and Safety Agent within seven (7) days of receipt.

6. SUB-CONTRACTOR MANAGEMENT

6.1 All sub-contractors must comply with Occupational Health and Safety requirements and must submit an Occupational Health and Safety file to the main contractor, for approval by the Construction Health and Safety Officer, before commencement of work on site and which must be kept up to date until completion of their work.

6.2 Sub-contractors must be registered for Workmen's Compensation before they will be allowed to commence work on site.

7. CONTINUOUS OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

7.1. The Construction Manager is responsible to see that Occupational Health and Safety is implemented on site daily. These responsibilities will include, but not be limited to the following:

- PPE compliance.
- Tool and other inspections.
- Safe working procedures.
- Ensuring all safety signs and barricading are in good condition.

7.2 If workers are less than twenty (20), the contractor may and if workers are more than twenty (20) the contractor must appoint a Safety Representative to represent the workers on site.

7.3 The Safety Representative shall be elected by the workers and must undergo training or already be in possession of a valid certificate issued by a legal training institution.

8. INCIDENT REPORTING AND INVESTIGATION

8.1 Incident reporting and investigations must be in accordance with Occupational Health and Safety Act Section 24 and General Administration Regulations 8 and 9.

8.2 The Client's Occupational Health and Safety Agent must be notified immediately in the case of Section 24, and within 12 hours in the case of incidents.

8.3 All investigation documents must be completed in full, submitted to the client and kept for a duration of at least three (3) years.

9. EMERGENCY PREPAREDNESS

9.1 First Aid

9.1.1 No work will be allowed on site without the presence of a qualified First Aider, appointed in writing. (One First Aider for each site or workplace.)

9.1.2 A fully equipped First Aid box must be kept in the site office and a dressing record must be used to indicate details of all first aid treatment.

9.2 Fire

9.2.1 At least 2 x 9kg fire extinguishers must be on site. One kept in the site office and one close to the storage area.

9.2.2 Contractors must receive inhouse training on the use of firefighting equipment.

9.3 Hazardous chemicals

9.3.1 Chemicals must be stored in a well-ventilated area, storage and handling must comply with the Hazardous Chemical Substance Regulations.

9.3.2 SDS sheets must be available for all chemicals used on site.

9.3.3 Site specific emergency contact numbers and evacuation procedures must be available, communicated and posted on the site office wall or notice board.

12. WORKER'S WELLBEING

12.1 All workers of the Contractor must undergo medical screenings, done by an Occupational Medical Practitioner. Copies of Medical Fitness Certificates must be kept in the safety file.

12.2 Rubbish bins for bags, tins, cans etc must be provided on site and cleaned as per municipal requirements.

11. COSTING OF OCCUPATIONAL HEALTH AND SAFETY

The Contractor to make sufficient provision for OHS requirements and the following should be taken into consideration:

11.1 Training:

- First Aider
- Safety Representative

11.2 Equipment and PPE

- Clothing
- Safety Shoes
- Reflector vests
- Gloves
- Respiratory masks
- Goggles/safety glasses
- Symbolic Safety Signs
- First Aid equipment, kit and box
- Fire extinguishing equipment

11.3 Chemical toilet facilities, toilet paper and handwash facilities

11.4 Part-Time Health and Safety Officer

- Compiling of safety file
- Site visits, inspections and internal audits

11.5 Medical fitness certificates for all employees – CR 7(8) before commencement of work.

12. GENERAL

12.1 For all other activities on site the requirements of the Occupational Health and Safety Act and Regulations, as well as all applicable Standards, will apply.

12.2 At the completion of the contract the Contractor must submit a consolidated Health and Safety file to the Client as per CR 7 (1)(e).

13. BASELINE RISK ASSESSMENT

NO	ACTIVITY	Potential hazards	RISK	CONTROL
1.	Site establishment	Unsafe offloading of materials. Incompetent personnel appointed. Heavy load.	• Load falling on staff and clients. • Damage to property.	• Staff and clients to stand clear from offloading areas. • All personnel to submit CVs for their appointments. • Attendance registers to be
2.	Demolish ceiling	Working with ceiling. Excessive dust. Falling from heights. Falling objects.	• Inhaling of dust. • Strain or fatigue due to Ergonomics. • Bodily injuries. • Falling from heights. • Falling from ladders. • Asthma attacks. • Excessive noise.	• Provide SDS. • Use safety gloves, helmet, eye protector and footwear. • Provide emergency eye wash facility. • Implement job rotation. • Training of personnel to create awareness.
3.	Uplifting of existing carpets	Possible cuts and bruises. Inhaling of dust. Possible inhalation of fumes. Possible cuts and bruises. Inhaling of dust.	• Hit by falling objects. • Flying particles. • Bodily injuries e.g cuts. • Suffocating. • Asthma attacks. • Tripping.	• Use safety catch for tools. • Use correct PPE – Hard hats, safety shoes, dust mask, and eye protector. • Usage of correct tools when stripping and assembling the carpets. • Maintain powered tools to
4.	Demolition partition	Excessive dust. Working with electrical wires. Cutting of partition. Use of drill machine. Lifting of partition boards.	• Inhaling of dust. • Strain or fatigue due to Ergonomics. • Bodily injuries. • Fall from heights, potential for fatality and or serious injuries. • Asthma attacks.	• Provide SDS. • Use safety gloves, helmet, eye protector and footwear. • Provide emergency eye wash facility. • Implement job rotation. • Training of personnel to create awareness.
5.	Removal of existing light fittings	Electrical wires. Fire. DB box. Toolbox.	• Electrical shock. • Electrocution. • Building burning. • DB box exploding. • Bodily cuts.	• Correct de-wiring. • Wear correct PPE. • Provide fire extinguishers. • Cordon off areas where work is on progress.
6.	Demolish ablution facilities	Leaking water. Possible falling objects e.g. doors, screws, and hammers. Possible cuts. Lacerations. Working with valves. Working with cement. Handling bricks. Excessive dust.	• Office flooding. • Tripping. • Bodily injury • Fire. • Dermatitis. • Strain or fatigue due to Ergonomics. • Fresh concrete has caustic due to alkaline nature.	• Wearing of the correct PPE such as Helmet, safety shoes, hand gloves and eye protector. • Signage to be displayed. • Provide fire extinguishers. • Cordon off areas where work is on progress. • Provide SDS. • Provide emergency eye

NO	ACTIVITY	Potential hazards	RISK	CONTROL
7.	Remove step and level off floor	Dust. Noise.	• Inhalation of dust. • Strain or fatigue due to ergonomics. • Bodily injuries.	• Use safety gloves, eye protector, ear protector and footwear. • Provide emergency eye
8.	Remove sanware and make blank	Dust. Noise. Hammer. Falling objects.	• Inhalation of dust. • Strain or fatigue due to ergonomics. • Bodily injuries.	• Use safety gloves, eye protector, ear protector and footwear. • Provide emergency eye
9.	To prepare, supply and paint walls	Possible inhalation of dust. Possible inhalation of fumes. Handling of paint.	• Bodily injuries e.g. cut etc. • Damage to property. • Difficulty in breathing. • Suffocating. • Asthma attacks. • Tripping.	• Wearing of dust masks. • Usage of correct tools when stripping and assembling the carpets. • Provide SDS. • Display warning signs at appropriate sites.
12.	Hot works	Welding. Flying fire sparks.	• Fire.	• Wearing of the correct PPE such as Helmet, safety shoes, hand gloves and eye protector. • Signage to be displayed. • Provide fire extinguishers. • Provide hot works
11.	Servicing of fire extinguishers and hose reels	Falling fire extinguishers. Air seal breaking. Discharge of water, potassium acetate or carbonate or citrate	• Bodily injury. • Inhalation of chemicals. • Water flooding.	• Training of personnel to create awareness. • Cordon off area where servicing is taking place. • Wearing of the correct PPE
12.	Handyman services	Carpentry work Flying objects	• Bodily injuries e.g. cuts. • Damage to property. • Tripping. • Strain or fatigue due to ergonomics.	• Training of personnel to create awareness. • Cordon off area where servicing is taking place. • Wearing of the correct PPE
13.	Air conditioning services	Removal of ceiling boards from the roof. Cleaning aircon fans. Exposed to live electricity. Possible dust inhalation. Falling from height.	• Back and shoulder injuries. • Falls from ladder. • Electrocution. • Difficulty breathing. • Suffocating. • Asthma attack. • Falls from heights, potential for fatality or	• Training of personnel to create awareness. • Cordon off areas where work is on progress. • Ladders to be set up on a flat even surface and used as per specifications. • Provide necessary PPE such as safety harness.
14.	Stacking and storage of material and equipment	Sub-standard stacking and storing practices	• Collapsing of stacked/stored material causing injuries.	• Stacking and storage Supervisor to inspect the area daily.
15.	Stairs	Unstable/loose stairs. Falling.	• Bodily injury. • Fractured bones.	• Create awareness about use of stairs. • Continuous monitoring of
16.	Lifts, Hoists and Escalators	Not working	• Employees, contractors and stakeholders not able to access offices.	• Service agreement for servicing of lifts, hoists and escalators.
17.	Accessibility of building	Lack of ramp.	• People with disabilities not accessing the building.	• Install ramp at the entrance and basement parking.
18.	Site demobilization	Unsafe loading of materials. Incompetent personnel appointed. Heavy load.	• Load falling on staff and clients. • Damage to property. • Occupational health diseases. • Trips and falls.	• Staff and clients to stand clear from loading operations. • All personnel to submit CVs. • Attendance registers to be in place. • Provide proper training. • Wear proper PPE.