



Independent Communications Authority of South Africa
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COMPULSORY BRIEFING SESSION QUESTIONS AND ANSWERS

ICASA 09/2020 LEASING OF OFFICE PREMISES IN FREE STATE, BLOEMFONTEIN (CBD), OR SURROUNDING AREAS IN A CORPORATE OFFICE ENVIRONMENT, FOR A PERIOD OF TEN (10) YEARS WITH THE OPTION TO EXTEND FOR A FURTHER THREE (3) YEARS ON AN 80/20 PPPFA 2000, PREFERENTIAL PROCUREMENT REGULATION: 2017.

HELD: 28 August 2020
Samuel J. Siziba

#	QUESTIONS FROM POTENTIAL BIDDERS	ICASA RESPONSES
	Grade of building required	A¹or B²
1.	What are the means of response to the proposal in view of COVID-19 REGULATIONS?	Submit proposal by email on or before 11 September 2020 by no later than 11:00am to Bidresponses@icasa.org.za

¹ The SA Property Owners' Association (SAPOA) defines A- Grade office space generally not older than 15 years or which has had major renovation, has high- quality modern finishes, air conditioning, adequate onsite parking and is getting rents near the top of the range.

² Older buildings with accommodation and finish close to modern standards as a result of refurbishments, with onsite parking and air conditioning.

2	What is the maximum size of email allowable?	Our mailbox receiver can receive up to 35MB per mail
3	Does the RFB proposal include furniture for the building?	No.
4	Required space size is it usable ³ or rentable ⁴ area?	Usable area
5	Will a proposed building without security forfeit all points?	No, bidders will forfeit only the points allocated for security.
6	How is a potential bidder who has 2 or 3 reference letters over an elongated period with one customer be scored?	According to the Current lease agreement/s they have.
7	Must the quotation for the building be based on the rentable or usable space?	Rentable space
8	What is the current number of staff at the office for ablution services	Currents ICASA staff count is 13 sharing with SASSA.
9	Are electronic signatures accepted or must the documents be scanned?	Electronic signatures are allowed

³ The actual occupiable area of a floor or premises

⁴ This is the total area that can be rented out to tenant. It usually includes common area such as kitchen and bathrooms but excludes parking and fire escape.

10	Does the validity period ⁵ preclude bidders from tendering for other buildings?	No.
11	Must bidder factor in UPS ⁶ in their costing?	It will be covered under the tenant installation allowance/cost ⁷
12	May bidders offer less space than what is required as per the terms of reference?	They may but they will get less points for evaluation
13	May bidders offer more space than what is required?	We need a maximum of 600sqm
14	How soon after the bid closes is the evaluation going to take place?	Two weeks after closing
15	How is a building which is between 200-299 sqm going to be adjudicated?	Such a building will score a 2 out of 5
16	Is a potential bidder who offers 600sqm plus 120sqm for common areas going to be penalised for the extra space	No, generally the common areas ⁸ are levied according to the number of tenants and invoiced as operating cost

⁵ **The** period subsequent to the closing date for submission of tenders for which the tender price and the conditions of the tender are not subject to any change by the tenderer

⁶ Uninterrupted Power Supply

⁷ Tenant Installation Allowance refers to an allowance afforded to the Tenant by the Landlord in order to fit out and modify a leased space in order to make it more suitable to the Tenant's specific needs. This allowance is typically used for carpets, tiles, partitioning, electrical work and painting.

⁸ Common area is used to provide services to building tenants, but which are not included in the office area of any specific tenant.