



## **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

### **INVITATION TO QUOTE FOR THE LEASING OF AN OFFICE BUILDING FOR ICASA'S WESTERN CAPE REGIONAL OFFICE IN WESTERN CAPE, FOR A PERIOD OF FIVE (5) YEARS WITH THE OPTION TO EXTEND FOR A FURTHER FIVE (5) YEARS**

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 Western Cape Regional Office, preferably Cape Town suburbs and surrounding areas within corporate office environment. The lease agreement, in an A grade or B grade building, will be for a period of five (5) years, with beneficial occupation, for a period of two (2) months, commencing 01 September 2019 or earlier. The lease must commence on 01 November 2019, with the option to extend for a further five (5) years.

#### **BID TECHNICAL REQUIREMENTS**

##### **1. KEY INFORMATION**

The proposed building must:

- 1.1. be easily accessible to the public and preferably be within 3 – 5 kilometres from public transport;
- 1.2. Be in close proximity to government departments and/or entities, retail shops, restaurants, banks, public parking facilities, schools/day-care & gym facilities.
- 1.3. The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level.
- 1.4. The building and its surrounding areas must, preferably, have low exposure to flooding, hail and/or hazardous environment.

**Prospective respondents 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 01 September 2019 or earlier, to allow for fit-outs and installations.**



Prospective respondents must be prepared to provide a complete office accommodation solution, including fit-out of the premises (tenant installation) 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 and/or refurbishments.

The proposed building must have appropriate security features such as 24/7 physical guarding, access control system (alarm and biometric) and secure perimeter fencing. 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 service provider. The prospective service provider shall enter into a maintenance contract with ICASA for the maintenance and repair on the interior of the building (e.g. electrical, plumbing, air conditioning, ventilation, 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.

## **2. BENEFICIAL OCCUPATION**

- 2.1. The premises must be available for **beneficial occupation on 01 September 2019 or earlier**, for a period of two (2) months, allowing for ICASA's fit outs and installations. The **lease commencement date is 01 November 2019**.
- 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. ACCCOMMODATION 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 latest security facilities/technology,
- 3.1.1.2.** Suitable for typical office accommodation, as well as housing of technical monitoring equipment,
- 3.1.1.3.** Suitable for parking of technical and ordinary ICASA vehicles. This clause must be read in conjunction with 3.2.1 below (on access



height of 2.4m high or custom-built and lockable steel cage, with lockable roller doors)

- 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 a minimum of **500m<sup>2</sup> to a maximum of 600m<sup>2</sup>** of office space for lease purposes. The property/building should preferably be scalable to accommodate ICASA's office requirements in terms of volume/size. The proposed office space must be measured according to the latest South African Property Owners Association's (SAPOA) method for measuring floor areas in commercial buildings.
- 3.1.4. Space Planner & Interior Designer/Decorator:** - The service provider 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 as amended; the South African National Standards (SANS), Occupational Health & Safety Act, 1993; ISO standards 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 service providers shall be required to make presentations to ICASA during site inspection on the proposed building.** The service providers may be required to provide further clarity/access/information should the need arise.



### 3.2.1. PARKING

A minimum of twenty-three (23) covered parking bays (inclusive of 2 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 (e.g. preferably basement or lockable, covered/sheltered parking, with no exposure to windy conditions).

**Please note that ICASA has technical vehicles, which require access height of 2.4m high or custom-built and lockable steel cage, with lockable roller doors to accommodate at least two (2) of ICASA's technical 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/exit;
- 4.8. Generator for 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 for persons with disabilities and goods deliveries;
- 4.15. CAD<sup>1</sup> drawings or equivalent of the existing premises;
- 4.16. Full compliance certification must be supplied upon final works completion;

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



- 4.17. Allow ICASA to put up signage in strategic spots within or around building to make ICASA visible to the public;
- 4.18. Rental, operating and parking costs should be market related; and
- 4.19. The term of the lease should be 5 years, with the option to extension for a further 5 years, and with ICASA having an option for first right of renewal.

## **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 service provider. 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 service provider'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 service provider shall hand over modern, fully functional ablution facilities which are in good condition at beneficial occupation. ICASA will require the service provider to provide modern ablution facilities. The following norm shall be applied:



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

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

ICASA may, under separate contract, install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygiene requirements, where the building is for sole use by ICASA. In the event that the ablution facilities are shared with other tenants, the service provider must provide for such hygiene equipment (e.g. toilet roll holders, soap dispensers, paper dispensers, etc.)

## 8. PERSONS WITH DISABILITIES

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

## 9. WATER SUPPLY

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

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



ICASA require standby water tanks with a capacity of 5 000 or more litres, with fully automated booster pumps or equivalent, to provide continuous water supply to ICASA's premises, at the service provider's cost (compulsory).

## **10. ELECTRICAL SUPPLY**

The power supply where applicable shall be metered separately and power factor correction and Automatic Voltage 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%<sup>3</sup> 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 at landlord's own cost). The proposed building must be configured and wired to power the generator in case of power outages. 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 service provider or the service provider's designated Electrical Engineer to design, cost and locate the UPS with maximum peak kW/h load to meet the requirements that all ICASA's equipment will require power from the UPS. The design of the UPS is expected to carry the full load required to maintain ICASA's operations from when Eskom power may be interrupted until the generators start, up to a maximum of 10 minutes.

## **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

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



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.

### **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 service provider'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 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 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) report 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 service provider, for the duration of the lease period.

## **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**

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

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

All passenger lifts shall 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 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/m<sup>2</sup> in normal office areas. The service provider 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 service provider's contribution to the physical security requirements of the proposed building. The supply, maintenance and repair of modern, fully functional security systems, installation, commissioning and testing, inside and outside the building and basement parking (e.g. perimeter fencing, biometric access control system, CCTV cameras, beams, 24/7 physical guarding, alarm & armed response etc.) will be the sole responsibility of the landlord, at landlord's cost. The proposed building/square metres (interior & exterior) must be fully covered by these security systems. Please attach a comprehensive proposal on



the security systems to be installed at the proposed premises.

## **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 the 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 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.

### **21.4. TENANT INSTALLATION ALLOWANCE**

The bidder is expected to provide ICASA with a tenant installation allowance, which is standard practice in the commercial property industry (office rentals). For example, some landlord may provide one month's rent for every one year of office rental as tenant installation allowance. Please provide the details of the proposed tenant installation allowance.

## **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 5 years lease period, possible 5 years extension; and
- 22.1.6. The tenant installation allowance provided by the service provider.

### **22.2. LAYOUT DRAWINGS**

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

The 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 service provider 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 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.

### **22.4. BUILDING RUBBLE**

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.

### **22.5. PROPERTY AREA**

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

### **22.6. PROPERTY/BUILDING INSURANCE**

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

### **22.7. MANUFACTURERS' SPECIFICATIONS**

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

## **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. SANS 10400: Part T Fire Protection; and
- 23.1.7. Building compliance certificates.

## 24. REFERENCES & EXPERIENCE

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

## 25. EVALUATION CRITERIA

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

FUNCTIONALITY EVALUATION			WEIGHTS
<b>Location and building availability</b> (i.e. physical address/target area/suburb & building available for beneficial occupation on 01 September 2019 or earlier, and lease commencement on 01 November 2019)			10
a)	Available for proposed lease commencement date Available for proposed beneficial occupation date Building located in target area/suburb Stand-alone building in an established/new, corporate/commercial node Landlord offering one month's rent <b>or more</b> for every one(1) year of office rental as tenant installation allowance	= 5	
b)	Available for proposed lease commencement date Available for proposed beneficial occupation date Building located in target area/suburb Landlord offering one month's rent <b>or more</b> for every one(1) year of office rental as tenant installation allowance	= 4	
c)	Available for proposed lease commencement date Building located in target area/suburb Landlord offering one month's rent for every one (1) year of office rental as tenant installation allowance	= 3	
d)	Building meets any two (2) of the above requirements listed in a)	= 2	
e)	Building meets any one (1) of the above requirements listed in a)	= 1	
<b>Proposed building size, grade &amp; infrastructure</b> (i.e. 500 - 600 square metres (sqm) is offered, comprehensive details on the features, age, grade & facilities of the proposed building)			10
a)	Minimum of 500 to 600 square metres is offered Minimum A or B grade building is offered Building is 0-5 years old – provide proof	= 5	
b)	Minimum of 500 to 600 square metres is offered Minimum A or B grade building is offered Building is 6-10 years old – provide proof	= 4	
c)	Minimum of 500 to 600 square metres is offered Minimum A or B grade building is offered Building is 11-15 years old – provide proof	= 3	
d)	Building offered is between 300-400 square metres and older than 15 years or meets any two (2) of the requirements.	= 2	
e)	Building offered is less 300 square metres and older than 15 years or meets any one (1) of the requirements.	= 1	



<b>Suitable Parking</b>  (i.e. proposed building has a minimum of 23 basement parking bays (including 2 for persons with disabilities and 2.4m height for technical vehicles))			10
a)	Minimum of 23 parking bays, inclusive of 2 wheelchairs friendly, parking bays offered Offered parking has 2.4 metres height Basement parking is offered	= 5	
b)	Minimum of 23 parking bays, inclusive of 2 wheelchairs friendly, parking bays offered Offered parking has 2.4 metres height Combination of basement parking, open, shaded (corrugated or similar) offered	= 4	
c)	Minimum of 23 parking bays, inclusive of 1 wheelchair friendly, parking bays offered Offered parking has 2.4 metres height Shaded parking (corrugated or similar) offered	= 3	
d)	Building meets any two (2) of requirements listed in a)	= 2	
e)	Building meets only one (1) of requirements listed in a)	= 1	
<b>References &amp; experience</b>  (Attach contactable reference letters (with official company letterhead) in the corporate environment provided):			5
Minimum 3 references provided in corporate environment 5 years or more in managing leases & office refurbishments		= 5	
Minimum 3 references provided in corporate environment 4 years in managing leases & office refurbishments		= 4	
Minimum 3 references provided in corporate environment 3 years in managing leases & office refurbishments		= 3	
Irrelevant/insufficient references & experience provided (not corporate)		= 2	
No references attached		= 1	
<b>Total:</b>			<b>35</b>





SITE INSPECTION		WEIGHTS
<b>Proximity</b>  (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)		20
Proximity to the following – <b>within 3-5 kilometres</b> • Other government departments/entities; • Public transport ; • Public parking, gym facilities; • Schools/day-care centre(s);	= 5	
Proximity to the following – <b>within 6-8 kilometres</b> • Other government departments/entities; • Public transport; • Public parking, gym facilities; • Schools/day-care centre(s);	= 4	
Proximity to the following – <b>within 9-10 kilometres</b> • Other government departments/entities; • Public transport; • Public parking, gym facilities; • Schools/day-care centre(s);	= 3	
Proximity to the following – <b>within 11 - 20 kilometres</b> • Other government departments/entities; • Public transport; • Public parking, gym facilities; • Schools/day-care centre(s);	= 2	
Proximity to the following – <b>more than 20 kilometres</b> • Other government departments/entities; • Public transport; • Public parking, gym facilities; • Schools/day-care centre(s);	= 1	
<b>Building assessment + OHS</b> (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)		
Building has	= 5	



<ul style="list-style-type: none"> <li>• Ablution facilities &amp; access for people with disabilities;</li> <li>• Sufficient emergency exits;</li> <li>• 0-5 years old, modern interior and exterior quality finishes, kitchens, bathrooms – <b>provide proof</b>, with lift(s), aircons, network cabling &amp; plumbing in good working condition;</li> </ul>		
Building has <ul style="list-style-type: none"> <li>• Ablution facilities &amp; access for people with disabilities;</li> <li>• Sufficient emergency exits;</li> <li>• 6-10 years old, reasonable interior and exterior quality finishes, kitchens, bathrooms – <b>provide proof</b>, with lift(s), aircons, network cabling &amp; plumbing in good working condition;</li> </ul>	= 4	
Building has <ul style="list-style-type: none"> <li>• Ablution facilities &amp; access for people with disabilities;</li> <li>• Sufficient emergency exits;</li> <li>• 11-15 years old, reasonable interior and exterior quality finishes, kitchens, bathrooms, with lift(s), aircons, network cabling &amp; plumbing in good working condition;</li> </ul>	= 3	
Building meets 2 of the above requirements	= 2	
Building meets 1 of the above requirements	= 1	
<b>Security &amp; surrounding areas</b> (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 (e.g. biometric access control system, alarm & armed response, CCTV cameras, beams etc.)		10
Building has <ul style="list-style-type: none"> <li>• 24/7 Physical guarding services;</li> <li>• Biometric access control system;</li> <li>• CCTV cameras;</li> <li>• Electric Perimeter fencing;</li> <li>• Alarm &amp; armed response;</li> <li>• Security beams;</li> </ul>	= 5	
Building has <ul style="list-style-type: none"> <li>• Electric Perimeter fencing;</li> <li>• CCTV cameras;</li> <li>• 24/7 Physical guarding services;</li> <li>• Biometric access control system;</li> <li>• Alarm &amp; armed response;</li> </ul>	= 4	



Building has	= 3		
<ul style="list-style-type: none"> <li>• Electric Perimeter fencing;</li> <li>• Biometric access control;</li> <li>• CCTV cameras</li> </ul>			
• Building meets 2 of the above requirements	= 2		
Building meets 1 of the above requirements	= 1		
<b>Visibility &amp; accessibility</b> (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		5	
Building is <b>within 3-5 kilometres</b> <ul style="list-style-type: none"> <li>• With reasonable/easy access to highway(s)/national roads;</li> <li>• Clearly visible from traffic routes;</li> <li>• Allows for clear signage in strategic spots/traffic routes;</li> <li>• Allows for easy/unimpeded access/entrance for employees, stakeholders &amp; delivery vehicles</li> </ul>	= 5		
Building is <b>within 6-8 kilometres</b> <ul style="list-style-type: none"> <li>• With reasonable/easy access to highway(s)/national roads;</li> <li>• Clearly visible from traffic routes;</li> <li>• Allows for clear signage in strategic spots/traffic routes;</li> <li>• Allows for easy/unimpeded access/entrance for employees, stakeholders &amp; delivery vehicles</li> </ul>	= 4		
Building is <b>within 9-10 kilometres</b> <ul style="list-style-type: none"> <li>• With reasonable/easy access to highway(s)/national roads;</li> <li>• Clearly visible from traffic routes;</li> <li>• Allows for clear signage in strategic spots/traffic routes;</li> <li>• Allows for easy/unimpeded access/entrance for employees, stakeholders &amp; delivery vehicles</li> </ul>	= 3		
Building is <b>within 11-20 kilometres</b> <ul style="list-style-type: none"> <li>• With reasonable/easy access to highway(s)/national roads;</li> <li>• Clearly visible from traffic routes;</li> <li>• Allows for clear signage in strategic spots/traffic routes;</li> <li>• Allows for easy/unimpeded access/entrance for employees, stakeholders &amp; delivery vehicles</li> </ul>	= 2		
Building is <b>more than 20 kilometres</b>	= 1		



<ul style="list-style-type: none"> <li>• With reasonable/easy access to highway(s)/national roads;</li> <li>• Clearly visible from traffic routes;</li> <li>• Allows for clear signage in strategic spots/traffic routes;</li> <li>• Allows for easy/unimpeded access/entrance for employees, stakeholders &amp; delivery vehicles</li> </ul>			
<b>Building design, layout &amp; suitability</b> (i.e. features, make & model of fire detection, stand-alone/2 buildings, provision for generators, energy efficiency such as automated light switching (occupancy sensors), hazardous environment)			20
Building has <ul style="list-style-type: none"> <li>• Existing generator to power up entire office functionality during power failure;</li> <li>• Existing server room, with suitable/ideal infrastructure;</li> <li>• Energy efficiency features, e.g. motion sensor lighting, natural light allowance, low lux globes and other efficiencies in energy savings;</li> <li>• Zero to minimal structural defects, with <b>low</b> exposure in surrounding areas, such as flooding/hail/hazardous environment;</li> <li>• Existing fire detection system</li> </ul>	= 5		
Building has <ul style="list-style-type: none"> <li>• Existing infrastructure allows for generator installation;</li> <li>• Energy efficiency features, e.g. motion sensor lighting, natural light allowance, low lux globes and other efficiencies in energy savings;</li> <li>• Zero to minimal structural defects, with <b>medium</b> exposure in surrounding areas, such as flooding/hail/hazardous environment;</li> <li>• Existing infrastructure allows for fire detection installation</li> </ul>	= 4		
Building has <ul style="list-style-type: none"> <li>• Existing infrastructure allows for generator installation;</li> <li>• Zero to minimal structural defects, with <b>medium</b> exposure in surrounding areas, such as flooding/hail/hazardous environment (1);</li> <li>• Existing infrastructure allows for fire detection installation</li> </ul>	= 3		
Building <ul style="list-style-type: none"> <li>• has <b>high</b> exposure in surrounding areas, such as flooding/hail/hazardous environment and/or;</li> <li>• has serious/risky structural defects and/or;</li> <li>• meets 2 of the above requirements</li> </ul>	= 2		
Building meets 1 of the above requirements	= 1		
<b>Total:</b>			<b>65</b>
<b>Grand Total: 100</b>			



<b>Minimum cut-off point: 70</b>	
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## 26. COMPLIANCE

**The service provider is required to submit, at the service provider cost, the following mandatory documents which must be provided prior to bid being awarded:**

- 26.1.1. Zoning certificates;
- 26.1.2. Electrical approvals;
- 26.1.3. CAD (building) drawings;
- 26.1.4. Proof of valid insurance for the proposed building
- 26.1.5. Certificate of Occupancy

### 26.1 MANDATORY DOCUMENTS WHICH MUST BE PROVIDED PRIOR TO BID BEING AWARDED

Item	Description	Please indicate or describe	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			
<b>26.2. FUNCTIONALITY CRITERIA: LOCATION AND BUILDING AVAILABILITY</b>				
<b>Item</b>	<b>Description</b>	<b>Please indicate or describe</b>	<b>Comply</b>	<b>Comments</b>
26.2.1.	Location of the proposed building (physical address, name of the building) & building available for beneficial occupation on 01 September 2019 and lease commencement on 01 November 2019.			
26.2.2.	Square meters: 500 up to 600 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 23 covered parking bays (including 2 for persons with disabilities)			



26.2.4.	Valid, contactable references & experience in the corporate environment provided			
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### 26.3. SITE INSPECTIONS

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 (including physical and electronic security systems of the proposed building);
- 26.3.4. Visibility & accessibility and
- 26.3.5. Building design, layout & suitability.

Item	Description	Please describe	indicate	or	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 persons with disabilities, emergency exits, OHS						



	compliance, including signage, interior & exterior of the building finishes, air-conditioning with timers, lighting, floor, wall & ceiling coverings, bathrooms, kitchens, lifts & any other facilities, fixtures & fittings)				
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 (e.g. biometric access control system, alarm & armed response, CCTV cameras, beams etc.)				
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, access to highway/national roads & allowing ICASA to put signage in strategic spots around the building				
Item	Description	Please indicate or describe	Comply	Not Comply	Comments
26.3.5.	Provided comprehensive details on the building design, layout, suitability, features, make & model of fire detection, provision for generator and standby water tanks, with fully automated booster pumps or equivalent, 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 service provider (i.e. maintenance, repairs, replacement)				
<b>Item</b>	<b>Description</b>	<b>Please indicate or describe</b>	<b>Comply</b>	<b>Not Comply</b>	<b>Comments</b>
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 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: service provider has more than 3 years in managing lease agreements, refurbishments, renovations and general construction				

## **26.5. BUILDING HANDOVER DOCUMENTS/INFORMATION**

For purposes of this Bid, building handover refers to the building being handed over to ICASA at beneficial occupation date of 01 September 2019. The following documents/information must be submitted prior to lease commencement date of 01 November 2019, at the landlord's cost:

- 26.5.1. Certificate of occupancy;
- 26.5.2. Installation of lightning surge protection by a reputable service provider;
- 26.5.3. ASIB report & accompanying documents, regarding fire compliance;
- 26.5.4. Building layout drawings (hard copies & CAD format);
- 26.5.5. Lifts certification by a reputable service provider (proof);
- 26.5.6. Certificate/letter confirming carrying capacity of at least 250kg per square metre;
- 26.5.7. Certificate/letter confirming usable, rentable ratio & gross building area;
- 26.5.8. Lighting design certification, with occupancy sensors; and
- 26.5.9. Fully functional fire detection systems and installed generator.

## **27. PRICING STRUCTURE**

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

- Supply of materials;
- Labour costs of everything described including cost incurred in working overtime, weekends, public holidays, etc. to meet stipulated programme dates;
- 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
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C8 **Mandatory: If not firm for the full period, adjustments must be linked to CPI.**

C9

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

C10

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

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

Lease/Rental Costs (including disbursements and annual escalations)

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

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

<b>Description</b>	<b>Cost per year (Including VAT)</b>
Total Cost Including VAT (A)	
Total Cost Including VAT (B)	
Total Bid Price (A+B)	

<b>TENANT INSTALLATION ALLOWANCE OFFERED BY THE LANDLORD</b>	<b>R</b> _____
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### **SERVICE PROVIDER'S CONFIRMATION**

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

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

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

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

ICASA reserves the right to:

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

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

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



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

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

I/We,

\_\_\_\_\_  
ID No/Company Registration No:

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

\_\_\_\_\_  
hereby grant/s the tenant, known as:

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

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

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

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_ 201\_\_ (year)

### **SERVICE PROVIDER'S CONTACT DETAILS:**

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

Contact Details:

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

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

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

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

Physical Address:

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

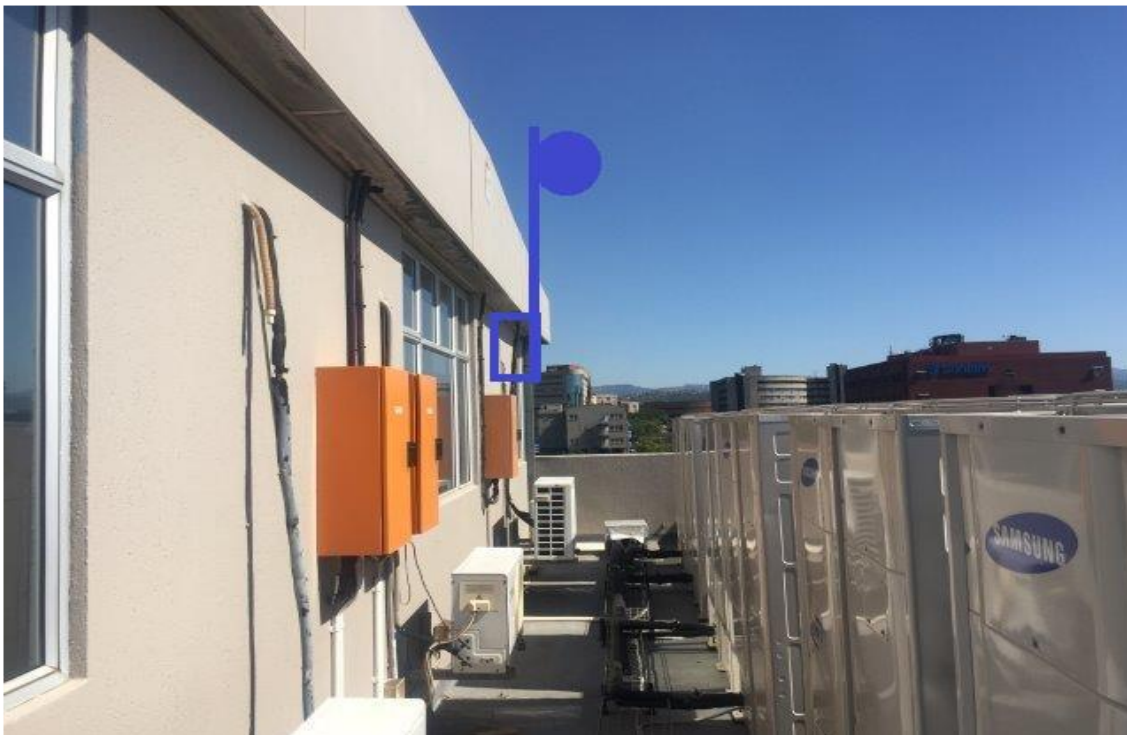


Below is an example of the positioning of an antenna on the roof of the premises and the cabling/wiring route:

**LOS Picture**

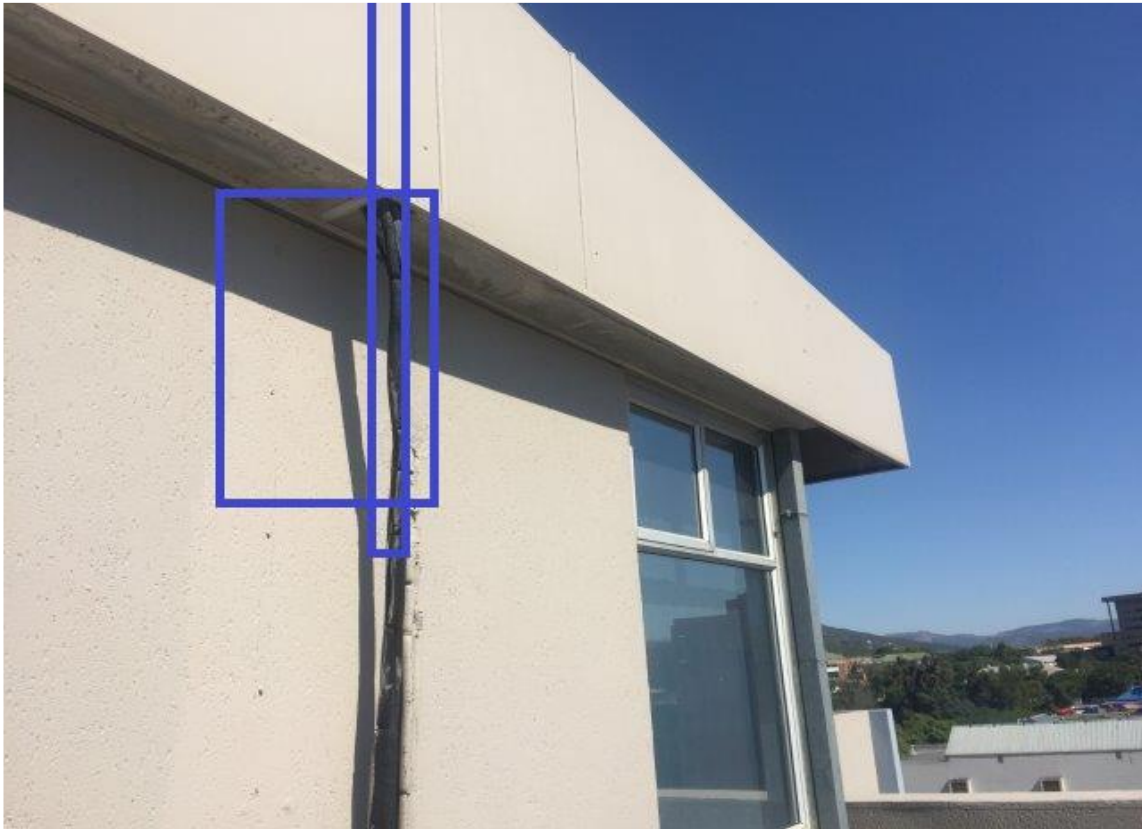


**Mounting Position (Picture 1)**





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



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



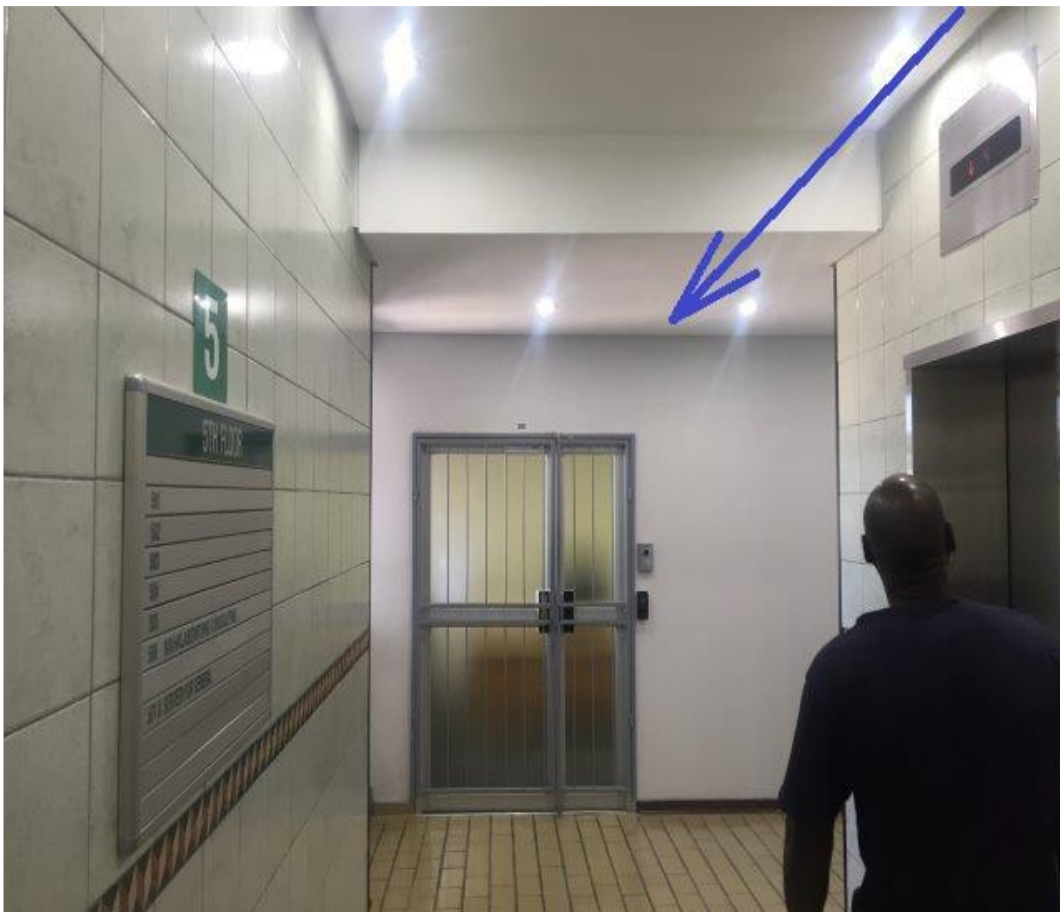
**Cable Run (from cable entry, hidden inside the ceiling)**



(Existing holes can be used)



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







**400mm Ubiquiti radio/power beam**