



Independent Communications Authority of South Africa

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**INVITATION TO QUOTE FOR THE LEASING OF AN OFFICE BUILDING FOR
ICASA's MPUMALANGA REGIONAL OFFICE IN
NELSPRUIT, FOR A PERIOD OF TEN (10) YEARS WITH THE INTENTION TO
EXTEND FOR A FURTHER THREE (3) 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 Mpumalanga Regional Office, in Nelspruit. The premises should be, an A grade or B grade building, for a period of ten (10) years, with beneficial occupation, for a period of three (3) months, commencing 01 June 2021 or earlier. The lease must commence on 01 September 2021, with the option to extend for a further three (3) years after the date of expiry.

BID TECHNICAL REQUIREMENTS

1. KEY INFORMATION

The proposed building must:

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

Prospective respondents are invited to provide comprehensive information on a newly built or existing building that can be refurbished to suit ICASA's requirements. The proposed building must be ready for occupation on 01



June 2021 or earlier, to allow for fit-outs and installations.

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

The proposed building must have appropriate security features such as physical guarding (security guards with a minimum of two (2) guards per shift) for 24/7 (day and night shift), perimeter fencing, electronic/biometric access control, CCTV coverage of the building and any surrounding areas within the premises (e.g. parking bays), 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, as per manufacturer's requirements, at landlord's cost, for the duration of the contract. 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 (Landlord). The prospective service provider/Landlord may enter into a maintenance contract with ICASA for the maintenance and repair on the interior of the building (e.g. electrical, plumbing, faulty lighting, carpentry, handyman services, servicing of aircons etc., including supply and installation), as well as installed equipment (e.g. fire detection system, fire extinguishers, lightning/surge protection etc.) on an "as and when required" basis, at prevailing market rates.

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

2. BENEFICIAL OCCUPATION

2.1. The premises must be available for **beneficial occupation on 01 June 2021 or earlier**, for a period of three (3) months, allowing for ICASA's fit out's and installations. The **lease commencement date is 01 September 2021**.



- 2.2. **For purposes of this bid, beneficial occupation means a rent-free period provided by the landlord, to give ICASA time to do fit outs and installations and ready the premises before moving in.**

3. ACCCOMMODATION NORMS

3.1. PROPERTY

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

3.1.1.1. Green ready or green certified, well secured, with up-to-date security facilities/technology, natural ventilation whereby the respective building must have both windows and doors that can be opened if necessary. The respective service provider/landlord must ensure that the premises adhere to the Occupational Health and Safety Act requirements, including COVID-19 protocols.

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 existing network infrastructure to enable the installation of high-speed broadband.

3.1.3. Property/Building: - The property offered should be able to provide a total lettable area of a minimum of **300m² to a maximum of 350m²** of office space for lease purposes. The property/building should preferably be scalable to accommodate ICASA's office requirements in terms of volume/size. The proposed office space must be measured according to the latest South African Property Owners Association (SAPOA) method for measuring floor areas in commercial buildings.

3.1.4. Space Planner & Interior Designer/Decorator: - The service provider/landlord may be requested to avail a draughtsman, space planner and interior designer/decorator to assist ICASA with office layout planning and execution, at no cost to ICASA.



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

3.2 THE BUILDING

The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS), Occupational Health & Safety Act, 1993; ISO standards and any other relevant legislation/regulations as applicable.

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

3.2.1. PARKING

A minimum of fourteen (14) covered access-controlled 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 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 with roller shutter doors, with no exposure to windy and hail conditions).

NB: 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. Heating, Ventilation, Air-Conditioning (HVAC) and Natural Ventilation;
- 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. CAD¹ drawings or equivalent of the existing premises;
- 4.16. Full compliance certification must be supplied upon final works completion at the landlord's cost;
- 4.17. Allow ICASA to put up signage in strategic spots within or around the building to make ICASA visible to the public;
- 4.18. Rental, operating, fit out's /installation and parking costs should be market related; and
- 4.19. The term of the lease should be 10 years, with the option to extend for a further 3 years at the end of the lease, and with ICASA having an option for first right of renewal.

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



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

Mandatory documents which must be provided prior to lease being concluded

- a. Zoning certificate;
- b. Electrical approvals;
- c. CAD (building) drawings;
- d. Proof of valid insurance for the proposed building or letter of intent;
- e. Certificate of occupancy;
- f. The property offered should be able to provide a total lettable area of a minimum of 300m² to a maximum of 350m² - Size of building (300 to 350 m²); and
- g. The proposed building must have a minimum of 14 covered access-controlled parking bays (including 2 for persons with disabilities and 2.4m height for at least 2 technical vehicles) reword the paragraph especially the access controlled

5. IT INFRASTRUCTURE

The building should have an IT infrastructure, allowing tenants to utilise data/voice with an open access fibre-optic network. The design of the required server room should be a brick wall with a biometric access control, CCTV coverage/monitoring and optimal air-conditioning, minimum 24 000 BTU.

6. HEATING, VENTILATION AND AIR CONDITIONING

The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned, with all maintenance, repairs and replacements undertaken by the landlord. 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/landlord's cost. The air-conditioning installation and 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;
- be of a low noise and low-vibration type;
- The building must have an effective local extraction ventilation system with High-Efficiency Particulate Air (HEPA) filters, which is regularly cleaned and maintained, and its vents do not feedback in through open windows”
- make and model (description) of the aircons should be provided; and
- service intervals as per the manufacturer’s recommendations should be provided.

7. ABLUTION FACILITIES

The service provider/landlord 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)

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

² WC: a water closet/bathroom



	every 100 persons	add 1 WC pan for every 50 persons	for every 100 persons
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ICASA may, under separate contract, install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygiene requirements, where the building is for sole use by ICASA. In the event that the ablution facilities are shared with other tenants, the service provider must provide for such hygiene equipment (e.g. modern, functional toilet roll holders, soap dispensers, paper dispensers, etc.)

8. PERSONS WITH DISABILITIES

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

9. WATER SUPPLY

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

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 Auto Vault Regulation (AVR) equipment shall be installed. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply is to be provided to meet demand at peak times in excess of up to 20%³ of normal use. It must be considered 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. UNINTERRUPTED POWER SUPPLY (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 dedicated power points.
- Each third person will have an additional white power point.
- A boardroom must be fitted with sufficient power and data points (e.g. underneath boardroom table, for projector(s) and screens, for refreshment serving areas, etc.).
- A kitchen must be fitted with sufficient power points for a kettle, fridge, microwave,

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



water cooler etc.

- A reception area must be fitted with sufficient power points (e.g. TV area, clients waiting areas, receptionist workstation, etc.)
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance tasks and shall be wired separately from the power supply to the main operational areas.
- 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. Fire extinguishers will be serviced by the service provider/landlord at intervals stipulated on the fire extinguisher cannister.

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/m² 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 of modern, fully functional security systems, installation, commissioning and testing, inside and outside the building and basement parking (e.g. perimeter fencing, physical security (security guards with a minimum of two (2) guards per shift) for 24/7 (day and night shift), access control systems, CCTV cameras for monitoring purposes, beams, alarm & armed response etc.) will be the sole responsibility of the landlord, at landlord's cost. The security guards must have Grade C qualifications and be registered with PSIRA and should be South African citizens.

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 at the Landlord's cost**. 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.

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.

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 10 years lease period, possible 3 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 and any other building related plans (e.g. electrical, plumbing, air-conditioning etc.).

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.

<h2>23. STANDARD SPECIFICATIONS</h2>

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 (STAGE 2)			WEIGHTS
1. Location and building availability (i.e. physical address & building available for beneficial occupation on 01 June 2021 or earlier, and lease commencement on 01 September 2021). The location for the office should be Nelspruit/Mbombela			10
1	Available for proposed lease commencement date Available for proposed beneficial occupation date Building located in target area/suburb Building in an established/new, corporate/commercial node Landlord offering one month's rent or more for each year of office rental as tenant installation allowance	= 5	
2	Available for proposed lease commencement date Available for proposed beneficial occupation date Building located in target area/suburb Landlord offering one month's rent or more for each year of office rental as tenant installation allowance	= 4	
3	Available for proposed lease commencement date Building located in target area/suburb Landlord offering one month's rent for each year of office rental as tenant installation allowance	= 3	
4	Building meets either of the 2 above listed requirements	= 2	
5	Building meets either of 1 of the above listed requirements	= 1	
2. Proposed building size, grade & infrastructure (i.e. 300 square metres are offered, comprehensive details on the features, age, grade & facilities of the proposed building)			10
1	Minimum of 300 to 350 maximum square metres is offered Minimum A or B grade building is offered Building is 0-5 years old – provide proof of building graded certificate Building has sufficient ventilation (i.e. windows, doors)	= 5	
2	Minimum of 300 to 350 maximum square metres is offered Minimum A or B grade building is offered Building is 6-10 years old – provide proof of building graded certificate Building has sufficient ventilation (i.e. windows, doors)	= 4	



3	Minimum of 300 to 350 maximum square metres is offered Minimum A or B grade building is offered Building is 11-15 years old with renovations – provide proof of building graded certificate Building has sufficient ventilation (i.e. windows, doors)	= 3	
4	Building offered is between 200-299 spm and older than 15 years	= 2	
5	Building offered does not meet the above listed criteria	= 1	
3. Suitable Parking (i.e. proposed building has a minimum of 14 covered parking bays (including 2 for persons with disabilities and 2.4m height special parking bays for technical vehicles)			15
1	14 Exclusively allocated onsite access-controlled basement parking bays. Included in the 14 Bays are: 4 Lockable bays with a 2.4m Height clearance 2 Dedicated parking bays for persons with disabilities 8 Staff/visitor parking on site	= 5	
2	14 Exclusively allocated onsite covered parking bays, Included in the 14 Bays are: 2 Lockable bays of with 2.4m height clearance 2 Dedicated Disabled bays for ICASA visitors Visitor parking available on site	= 4	
3	14 Exclusively allocated onsite covered parking bays. Included in the 14 Bays are: 2 lockable garages 2 Dedicated Disabled bays for ICASA visitors Visitor parking within 1-minute walking distance	= 3	
4	14 Exclusively allocated onsite covered parking bays. Included in the 14 Bays are: 1 Lockup Garage on site 2 Disabled bays in close proximity Visitor parking within 2-minute walking distance	= 2	
5	14 Allocated Covered parking bays on site Included in the 14 Bays are: 2 Disabled bays in close proximity	= 1	



	Street parking for visitors		
4. References & experience Bidder to submit formal and valid reference letters on the company letterhead, contactable references in the corporate environment provided):			5
1	Minimum 5 references provided in corporate environment with 5 years or more in managing leases	= 5	
2	Minimum 4 references provided in corporate environment with 5 years in managing leases	= 4	
3	Minimum 3 references provided in corporate environment with 5 years in managing leases	= 3	
4	Minimum 2 references provided in corporate environment with 5 years in managing leases	= 2	
5	Minimum of 1 reference provided in corporate environment with 5 year in managing leases	= 1	
Total:			40

SITE INSPECTION (STAGE 3)			WEIGHTS
5. Building assessment + OHS (i.e. the building's access for persons with disabilities, emergency exits, OHS compliance, including OHS signage, interior & exterior of the building finishes, air-conditioning with timers, lighting, floor, wall & ceiling coverings, bathrooms, kitchens, lifts & any other facilities, fixtures & fittings)			20
1	Building has: Ablution facilities & access for persons with disabilities; Sufficient emergency exits (indicate numbers); 0-5 years old, modern interior and exterior quality finishes, kitchens, bathrooms – provide proof , with lift(s), aircons, network cabling & plumbing in good working condition;	= 5	
2	Building has: Ablution facilities & access for persons with disabilities; Sufficient emergency exits; 6-10 years old, reasonable interior and exterior quality finishes, kitchens, bathrooms – provide proof , with lift(s), aircons, network cabling & plumbing in good working condition;	= 4	
3	Building has: Ablution facilities & access for persons with disabilities; Sufficient emergency exits;	= 3	



	11-15 years old, reasonable interior and exterior quality finishes, kitchens, bathrooms, with lift(s), aircons, network cabling & plumbing in good working condition;		
4	Building meets 2 of the 3 requirements listed above	= 2	
5	Building meets 1 of the 3 requirements listed above	= 1	
6. Security & surrounding areas (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			15
1	Building has: Physical guarding services (minimum of two (2) security guards, 24/7); Biometrics access control system; CCTV cameras and monitoring system; Perimeter fencing with electric fence Alarm system with Armed response and monitoring;	= 5	
2	Building has: Perimeter fencing with electric fence CCTV cameras and monitoring system Physical guarding services (minimum of two (2) security guards, 24/7) Alarm system with Armed response and monitoring;	= 4	
3	Building has: Perimeter fencing with electric fence; Physical guarding services (minimum of two (2) security guards, 24/7); Alarm system with Armed response and monitoring;	= 3	
4	Building has: Perimeter fencing with electric fence; Physical guarding (minimum of two (2) security guards, 24/7);	= 2	
5	Building has: Physical guarding services (minimum of two (2) security guards, 24/7);	= 1	
7. Building design, layout & suitability (i.e. features, make & model of fire detection, stand-alone/2 buildings, provision for generators, natural ventilation (open windows), energy efficiency such as automated light switching (occupancy sensors), hazardous environment			25



1	Building has Existing generator to power up entire office functionality during power failure; Existing server room (encased in brick walls and install Biometric access control, CCTV coverage); Energy efficiency features, e.g. motion sensor lighting, natural light allowance, low lux globes and other efficiencies in energy savings; Zero to minimal structural defects, with low exposure in surrounding areas, such as flooding, /hail/hazardous environment; Existing fire detection system	= 5	
2	Building has Existing infrastructure allows for generator installation; Energy efficiency features, e.g. motion sensor lighting, natural light allowance, low lux globes and other efficiencies in energy savings; Zero to minimal structural defects, with medium exposure in surrounding areas, such as flooding/hail/hazardous environment; Existing infrastructure allows for fire detection installation	= 4	
3	Building has Existing infrastructure allows for generator installation; Zero to minimal structural defects, with medium exposure in surrounding areas, such as flooding/hail/hazardous environment; Existing infrastructure allows for fire detection installation	= 3	
4	Building has Existing infrastructure allows for generator installation; Zero to minimal structural defects, with medium exposure in surrounding areas, such as flooding/hail/hazardous environment;	= 2	
5	Building meets 1 of the 5 requirements listed above	= 1	
Grand Total: 100 (i.e. stage 2 & stage 3) Minimum cut-off point: 70			60

26. COMPLIANCE

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



26.1. PRE-QUALIFICATION: STAGE 1

The following/documents to be handed over:

- 26.1.1. Zoning certificates;
- 26.1.2. Electrical approvals;
- 26.1.3. CAD (building) drawings;
- 26.1.4. Size of Building 300 to 350m²;
- 26.1.5. Proof of valid insurance for the proposed building or letter of intent;
- 26.1.6. Certificate of Occupancy;
- 26.1.7 The proposed building must have minimum of 14 covered parking bays (including 2 for persons with disabilities and 2.4m height for technical vehicles)

PRE-QUALIFICATION/MANDATORY

Item	Description	Please indicate or describe	Comply	Comments
26.1.1.	Zoning certificates and 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 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 attached as part of supporting documents			
26.1.5	Certificate of occupancy approvals attached as part of supporting documents (valid & approved by relevant Municipality)			
26.2. FUNCTIONALITY CRITERIA: STAGE 2				
Item	Description	Please indicate or describe	Comply	Comments
26.2.1.	Location of the proposed building (physical address, name of the building) & building available for beneficial occupation on 01 June 2021 and lease commencement on 01 September 2021.			
26.2.2.	Square meters: minimum 300 up to 350 maximum square metres is offered, comprehensive details on the features, age, grade & facilities			



	of the proposed building.			
26.2.3.	The proposed building must have minimum of 14 covered parking bays (including 2 for persons with disabilities and 2.4m height for technical vehicles)			
26.2.4.	Formal and Valid reference letter on company letterhead, contactable references & experience in managing leases in the corporate environment provided			

26.3. SITE INSPECTIONS: STAGE 3

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

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

Item	Description	Please indicate or describe	Comply	Not Comply	Comments
26.3.1.	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)				
26.3.2.	Provided comprehensive details on the security of the building and surrounding areas, which includes but not limited to physical guarding services, features, make and model of electronic security systems, perimeter fencing and any other security features				
26.3.3.	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)				
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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)				
26.4.3	The building should have natural ventilation (open windows).				
26.4.3.	Is the building compliant to the national building requirements, Occupational Health & Safety and all other legislative/ building requirements?				
Item	Description	Please indicate or describe	Comply	Not Comply	Comments
26.4.4.	Service provider/leasing agent,				



	representative & and all/any partners to this offer (e.g. signed agreements/joint ventures, mandate letter)				
26.4.5.	Experience: service provider 5 years or more in managing lease agreements.				

26.5. BUILDING HANDOVER DOCUMENTS/INFORMATION: STAGE 4

For purposes of this Bid, building handover refers to the building being handed over to ICASA prior to lease commencement date of 01 September 2021. The following documents/information must accompany the building handover process:

- 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 alarm intruder system, CCTV cameras, fire detection systems and installed generator.

27. PRICING STRUCTURE

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

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

Financials and price structure

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

C1. Please indicate your total bid price, which include rentals & all related costs



here: R..... (Compulsory, including VAT)

C2. Please specify if there's any rental deposit to be paid: R..... (VAT incl.)

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

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

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

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

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

YES	NO
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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)

Description	Cost (Incl. VAT) Year 1 (12 months)	Cost (Incl. VAT) Year 2 (12 months)	Cost (Incl. VAT) Year 3 (12 months)	Cost (Incl. VAT) Year 4 (12 months)	Cost (Incl. VAT) Year 5 (12 months)
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Physical guarding costs per month:					
Security systems i.e CCTV cameras, biometric access control, armed respond etc. costs per month					
Operating costs per month:					
Lifts					
Parking rent per month:					
Covered parking rent per month: _____					



Please specify any other additional costs					
Total Cost Incl. VAT (A)					

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

PRICE SCHEDULE "B": YEAR 6, YEAR 7, YEAR 8, YEAR 9 AND YEAR 10

Lease/Rental Costs (including disbursements and annual escalations)

Description	Cost (Incl. VAT) Year 6	Cost (Incl. VAT) Year 7	Cost (Incl. VAT) Year 8	Cost (Incl. VAT) Year 9	Cost (Incl. VAT) Year 10
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Physical guarding costs per month:					



Security systems i.e CCTV cameras, biometric access control, armed respond etc. costs per month:					
Operating costs per month:					
Lifts					
Parking rent per month:					
Covered parking rent per month: _____					
Please specify any other additional costs					
Total Cost Incl. VAT (B)					

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

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

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;

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

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



	Cell No	
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SERVICE PROVIDER 'S CONSENT FORM FOR INSTALLATION OF WIRELESS EQUIPMENT

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

I/We,

ID No/Company Registration No:

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

hereby grant/s the tenant, known as:

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

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

service provider Signature _____

Signed at _____ on this _____ day
of _____ 202__ (year)

SERVICE PROVIDER'S CONTACT DETAILS:

Full Name: _____

Contact Details:

Tel: _____

Fax: _____

Email: _____

Building Name: _____



Physical Address:

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

LOS Picture



Mounting Position (Picture 1)

